



JOB DESCRIPTION

Job Title	Executive Director – Investment and Delivery
Salary Band	£107,704 - £128,281
Reporting To	Liverpool City Region Combined Authority Chief Executive
Supervises:	Structure as at 31 st August 2021 includes - Head of Investment, Assistant Director – Mayoral Programme Delivery, Direct Delivery project leads Households into Work (HiW), Housing First (HF), Adult Education Budget (AEB), Apprenticeship Hub.
Political Restriction	This post is politically restricted

1. Primary purpose of the post-

- Be a pro-active, collaborative member of the Liverpool City Region Combined Authority (LCR CA) Executive Leadership Team
- Provide strategic expertise, advice and guidance in the development, management and maximisation of funding, investment decisions and scheme development to unlock the economic potential of the Liverpool City Region (LCR) and accelerate economic growth
- Meeting the challenge to ‘make a difference’ by ensuring the City Region delivers a range of devolved projects and commissioned services, enabling a prosperous inclusive and growing Liverpool City Region.
- Build and establish a wide range of partnership relationships across sectors and organisations, to influence and shape the agenda for LCR and the wider public sector.

2. General Corporate Responsibilities

- To support the implementation of the City Region’s Devolution agreement and wider strategic priorities.
- To promote policy and practice that is ‘joined up’ across areas of the city region.
- Maintaining effective and constructive participation with the LCR CA Executive Leadership to make open, honest and effective corporate management decisions within the LCR CA’s formal governance structure.
- To share responsibility for the preparation and implementation of business plans, the financial plan, annual budget and promote efficiency targets and initiatives.
- Provide leadership by communicating the vision, interpreting it and providing the broad strategic direction for programme policies, standards and systems.
- Promote understanding of and adherence to LCR CA values by modelling appropriate behaviours and encouraging others to do likewise.
- To embed a culture that places customers first, adopts a can-do approach and focuses on communities and working locally.

- To work with public and other relevant bodies to support LCR's communities, through services and activities which address local concerns, and which foster social capital and resilient communities.
- To contribute to the corporate management of the strategic risks facing the LCR CA.

3. General Director Level Responsibilities

- Promote full consideration of the equality impacts of decisions on all the Protected Characteristics and develop an embedded commitment to equal opportunities. Promote non-discriminatory practices in all aspects of work undertaken.
- Deliver all personal and Directorate performance targets as discussed and agreed with the Chief Executive.
- To lead a group of services, ensuring effective performance management, actively engaging with LCR CA's performance management framework.
- Providing leadership, inspiration and advice to deliver service excellence in order to achieve the delivery of the Corporate Plan, including associated objectives locally, regionally and nationally.
- Ensure the development, provision and analysis of high-quality management information and documentation that is timely, accurate and meaningful.
- Create a positive learning and working environment through delegation, mentoring and coaching of staff and through the identification of learning / development needs.
- Effective management of staff adhering to the LCR CA's people policies and procedures.
- Maximise funding to deliver the LCR CA priorities including developing innovative approaches to funding for the City Region.
- Support the scrutiny process established by the LCR CA.
- Proactive management of absence and attendance and employee relations.
- Encourage a continuous improvement ethos to develop an outstanding service, where value for money and best value are delivered and where innovation and enterprise flourish.
- Developing a culture within the Investment and Delivery Directorate of robust financial and risk management ensuring that all expenditure of public funds is compliant with all organisational financial policies and procedures, including Standing Orders and Financial Regulations.
- Taking overall responsibility within the Directorate for ensuring compliance with legislation and LCRCA policies and procedures in relation to governance and support the scrutiny process.
- Promote the work of the LCR CA and LCR locally and nationally promoting local decision making and 'Devolution by Default'.

4. Key Role Specific Requirements

- Be a proactive and collaborative member of the LCR CA Executive Leadership Team providing strategic leadership, direction, expertise, advice and guidance to the Metro Mayor, Portfolio Leads, Chief Executive and Executive Directors of the LCR CA, to support investment decisions and scheme development.
- Provide effective leadership including strategic direction to the Directorate Management team and relevant functions to ensure delivery and performance targets are met.

- Work effectively and collaboratively with the Constituent local authorities of the Combined Authority and the wider stakeholder community including business and local communities, to develop, fund, and deliver transformational projects for the City Region
- To act as the senior responsible officer for delivery of devolved projects and commissioned services including contract management where relevant - Adult Education Budget, Households into Work, Housing First, Skills and Apprenticeship Hub, Growth Platform.
- Key relationship manager for the Liverpool City Region Local Enterprise Partnership, (LEP).
- To maximise the private sector venture, business and other funding, UK Government funding and European funding available to the City Region through the portfolio.
- Provide strategic leadership internally and externally through engagement with partners for pipeline assembly, coordination and project assembly, bringing together policy and investment delivery expertise to promote a consistent approach with an understanding of the timing and requirements of future funding streams.
- To ensure strategic objectives of the LCR CA and its stakeholders are met through funding decisions
- Provide the optimal combination of advice, expertise, and funding to develop projects and improve affordability, deliverability, and impact of transformational projects in the City Region
- Ensure there is a current and effective City Region Investment Strategy and Policy to guide the operation of funding across all thematic areas and ensure public investment best practice that generates financial returns, economic growth, and social and environmental benefit
- Supporting policy teams in agreeing investment priorities with the LCR CA and its stakeholders, including the compilation and periodic updating of an Investment Prospectus for the City Region.
- To be responsible for the strategic development and operational implementation of on LCR devolved funds to unlock the economic potential of the City Region and accelerate economic growth
- Develop and/or manage third party and Combined Authority investment funds related to economic development
- Lead the development of key relationships for the LCRCA with external organisations to enable the delivery of positive outcomes
- Ensure robust and independent appraisal of all Combined Authority funded projects .
- Be responsible for significant delegated financial budgets and resources, ensuring that they are allocated effectively for the delivery of intended outcomes in a manner which demonstrates value for money and compliance with relevant policies and guidelines.

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility at the time of writing. There is recognition that the Combined Authority is likely to be subject to continuous change. As such, senior officers are expected to work flexibly and accept that their areas of specific responsibility may also be subject to change.



PERSON SPECIFICATION

JOB TITLE: Executive Director – Investment and Delivery

SALARY BAND: £107,704 - £128,281

Note to Applicants.

Essential criteria are marked with *. All other criteria are desirable.

CRITERIA	KNOWLEDGE AND SKILLS	METHODS OF ASSESSMENT
Qualifications and Training	1. A relevant degree, qualifications and/or significant relevant experience; and membership of (or eligibility to join) a recognised, relevant professional body *	A
	2. Evidence and commitment to continuous personal and professional development	A
Experience	3. Significant relevant and related experience at a senior level*	A,I
	4. Experience of working within a Political environment including advising and briefing politicians.	A,I
	5. Significant, demonstrable experience in a senior leadership role *	A,I
	6. Extensive proven track record of provision of specialist technical input into the formulation and delivery of place-based strategies and policies in a public sector organisation or other organisation of comparable scope and complexity*	A,I
	7. Comprehensive experience of funding, financial and resource management and providing specialist technical input into major capital schemes. *	A,I
	8. Experience of using financial and commercial awareness and the ability to analyse complex information to deliver objectives.	A,I
	9. Evidence of delivering high quality services	A,I
	10. Evidence of involvement in the development of major schemes.	A,I
	11. Proven record of developing and utilising links with Stakeholders/Partners at a senior level*	A,I
	12. Evidence of translating ideas into practice. *	A,I,T

CRITERIA	KNOWLEDGE AND SKILLS	METHODS OF ASSESSMENT
Knowledge	13. An understanding of the LCR devolution agreement, local government, central government and their roles structures and relationships.	A,I,
	14. Detailed understanding of relevant key government policies and the policy making/legislative process	A,I
Skills / Abilities	15. Ability to lead, inspire and motivate others within a culture of delivery and continuous improvement.	A,I,T
	16. Highly developed influencing and persuasion skills with a determination to deliver	A,I,T
	17. Ability to develop and maintain effective working relationships with integrity, credibility and influence with national and local politicians, civil servants, officers, and other key stakeholders.	A,I,T
	18. Able to deliver and lead others, prioritising competing demands to meet deadlines.	A,I
	19. Positive, flexible responsive, dynamic and creative approach to problem solving, encouraging ideas from across teams, working around constraints and challenges to translate ideas into practice.	A,I
	20. Highly developed written and oral presentation skills with ability to present complex ideas in a clear and comprehensible way.	A,I
	21. High level awareness of media and presentational issues, and ability to work with politicians and media professionals to shape and project credible public positions.	A,I,P
	22. Ability to anticipate and understand the needs of the LCR CA and the city region and analyse and interpret information using judgement in creating solutions *	A,I,T
	23. Highly developed business and financial acumen.	
	24. Experience and ability to build effective working relationships with a wide range of stakeholders.	A,I A,I
	25. Ability to negotiate, influence and give advice to politicians, senior managers and partner organisations	A,I,T
	26. Evidence of creative, innovative thinking, encouraging ideas from across teams, creatively working around constraints and challenges and capable of translating ideas into policy and practice.	A,I,T
	27. High level of skill in strategic and analytical thinking allied with an ability to make effective, critical decisions	

CRITERIA	KNOWLEDGE AND SKILLS	METHODS OF ASSESSMENT
		A,I,T
Behaviours	28. Commitment to follow and amplify the LCR CA agreed behaviours of LCR First, Respect and Action Focus 29. Demonstrates the highest levels of professionalism 30. Ability to demonstrate integrity linked to a high level of personal resilience and a determination to deliver LCR CA goals and strategies 31. Ability to work collaboratively 32. Ability to work under pressure and public scrutiny 33. Commitment to continuous improvement	A,I,T A,I,T A,I,T A,I,T A,I,T A,I
Commitment	34. An understanding of and a personal commitment to the Vision and Aims of LCR CA 35. A commitment to providing a high-quality customer service and ensuring service standards are met* 36. Commitment to and understanding of equal opportunities	A,I A,I,T A,I
Other	37. Knowledge of the key issues facing a City Region. * 38. Flexible approach to working hours and willingness to work flexibly as and when required. 39. Evidence of quality, time management and organisational skills 40. Ability to attend meetings inside and outside the City Region	A,I, A,I A,I,T A,I

Key to Assessment Methods:

I - Interview,

A - Application,

T - Testing – including Psychometric assessment, job samples, presentations