

## **ROLE DESCRIPTION**

<b>Job Title</b>	Asset Investment Technical Programme Manager
<b>Salary Band</b>	44-50
<b>Reporting to</b>	Asset Investment and Compliance Manager
<b>Directorate</b>	Place
<b>Service Area and sub area</b>	Customer and Operations
<b>Team</b>	Asset Investment
<b>Political Restriction</b>	No

<b>1. Primary Purpose of the Post</b>
<p>The Asset Investment Technical Programme Manager will be joining the Asset Investment team which plays a vital role in maintaining the infrastructure assets across the Liverpool City Region Combined Authority (LCRCA) estate, ensuring the city region stays connected by helping businesses, residents, and visitors move around the region safely and efficiently. The LCRCA estate includes some of the region's most iconic assets, such as the Mersey Tunnels, the world-famous Mersey Ferries terminals, bus stations, office buildings, and some key rail infrastructure. The Asset Investment team are proud to build on the original ingenuity and innovation of this infrastructure preserving its historic significance while integrating modern technologies to ensure it meets the needs of a contemporary, connected society.</p> <p>An Asset Investment Technical Programme Manager within the Asset Investment Department of the LCRCA plays a strategic and operational role, overseeing the delivery of complex technical programmes related to public infrastructure, land, buildings, and other assets. The role bridges technical, managerial, and policy domains, aligning asset management initiatives with regional goals like sustainability, regeneration, and service delivery improvement.</p> <p>This role would be responsible for the development and delivery of a range of Investment programmes. The LCRCA has a range of programmes across some of the world-renowned assets like the Mersey Tunnels and the Mersey Ferries shoreside infrastructure. The role will manage and collaborate with technical specialists from across the LCRCA including Procurement, Finance, Legal, Audit and IT. The Programme Manager will own and regularly review the Investment Programme risk register to ensure mitigation is in place and effective.</p> <p>With the support of the senior Asset investment officers, you will work closely with the local authorities, consultants, other agencies, contractors and internal/external stakeholders to ensure that the Investment Programme outputs and outcomes are delivered effectively and efficiently across the LCRCA state in accordance with relevant legislation, standards and technical/contractual specifications.</p> <p>The Programme Manager will deputise for the Asset Investment and Compliance Manager as and when required.</p>

The post-holder will work with senior Asset Officers to monitor programme delivery through regular analysis of schedule, cost, delivery and performance data. The Programme Manager will champion a standardised approach including processes throughout development and delivery to ensure quality and consistency.

The role will lead on supply chain engagement, providing visibility of extensive work banks to attract interest, best value and service from delivery partners. The data will be utilised for submitting external funding bids and monitoring and evaluation post-delivery.

The post holder will be required to programme manage statutory compliance inspections and develop a pipeline of projects and deputise for the Asset Investment and Compliance Manager.

The post-holder will be coordinating several programmes of work for pipeline development, funding opportunities and delivery. Programmes will include statutory inspections of assets, decarbonisation of assets, Biodiversity and Net Gain, internal and externally funded infrastructure maintenance and transformational programmes.

This is a diverse role with a fantastic team which has new challenges / opportunities every day.

## **2. Your responsibilities**

The following is not a comprehensive list of all tasks which may be required of the post holder:

### **Key Responsibilities**

#### **1. Programme Delivery and Oversight**

Lead the planning, execution, and evaluation of technical programmes involving property, infrastructure, or digital asset management.

- Develop programme roadmaps, milestones, and KPIs, ensuring alignment with strategic objectives.
- Manage project interdependencies, risks, budgets, and resources across multiple workstreams.
- Compile and oversee the implementation of several LCRCA Investment Programmes.
- Adopt effective risk management practices to identify key risks to project and programme delivery and consider whether proposed mitigating actions to resolve potential issues are adequate to minimise risk to the LCRCA; where appropriate recommend mitigating actions and escalate appropriately.
- Ensure that there is robust post project evaluation, external funding returns and benefits realisation plans in place for each project, working with the senior Asset Management officers, and to work with projects if needed to put these into place.
- Help ensure that validated project information and data is recorded.
- Facilitate Lessons Learned reviews of projects.
- Review post completion information and materials and feed analysis into monitoring and evaluation exercises.
- Help coordinate the submission, scrutiny and approval or rejection of project changes/ variations (where required).
- Submit projects for Local and National awards / accreditations

## **2. Stakeholder Engagement**

Collaborate with internal departments (e.g. planning, finance, procurement, ICT) and external partners (e.g. contractors, statutory bodies, Local Authorities, utility companies).

- Report to senior leadership, elected members, and combined authority boards on programme performance and strategic outcomes.
- Engage with communities and public stakeholders to ensure transparency and alignment with local needs.

## **3. Technical and Digital Oversight**

Oversee the implementation of digital tools and systems (e.g. GIS, BIM, CAFM) to enhance asset visibility, lifecycle tracking, and maintenance scheduling.

- Guide adoption of smart asset management strategies using data analytics, IoT, and sustainability metrics.
- Ensure compliance with technical standards, building safety regulations, and digital governance frameworks.
- Ensure that project control documentation meets the required standard and that monthly highlight reports are submitted when required.

## **4. Financial, Contract and Safety Management**

- Develop and manage programme budgets, ensuring cost-effectiveness and value for money.
- Support or lead procurement processes, including writing specifications and evaluating tenders.
- Oversee performance of contractors and consultants, ensuring contractual and technical deliverables.
- To work in conjunction with Corporate H&S and the Regulatory and Compliance Lead including audit and quality assurance; to prepare and present reports, briefings and recommendations to the Asset Investment and Compliance Manager and Senior Officers to inform a risk-based approach to the delivery of the Investment Programme.
- Conduct regular assurance visits to projects to review the progress of works on site (as appropriate) and ensure the departmental KPIs are adhered.
- Review project reports, test assumptions and challenge data which, based on your own knowledge of the project, does not appear accurate. Present verbally and in writing the findings of any assurance exercises.

## **5. Strategic Planning and Policy Integration**

- Translate asset management strategy into actionable programmes that support the authority's wider objectives (e.g. net zero, urban regeneration, transport improvement).
- Contribute to policy development around asset utilisation, disposals, acquisitions, and investment planning.
- Align asset programmes with funding bids (e.g. Levelling Up Fund, SALIX, UK Shared Prosperity Fund).
- Have an awareness of HM Treasury guidance (green book) and experience in the development of business cases and funding applications and project returns



<b>3. General Corporate Responsibilities</b>
<ul style="list-style-type: none"><li>• To participate in all aspects of training and development as directed and to use all relevant learning opportunities to improve personal skills to improve effectiveness and efficiency of service delivery.</li><li>• To work as a key part of the Place Directorate in contributing to the corporate management of the strategic risks facing the Liverpool City Region Combined Authority.</li><li>• To support the achievement of corporate efficiency targets and initiatives.</li><li>• To ensure the Combined Authority's commitment to equal opportunities and is demonstrated through promoting non-discriminatory practices in all aspects of work undertaken.</li></ul>
<b>4. Recruitment Plan</b>
Competency Based Interview

## PERSON SPECIFICATION

**Job Title:** Asset Investment Technical Programme Manager

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Project Management qualification	E	A
Degree level or NVQ Level 4 in engineering or similar / relevant discipline or demonstrable experience working on infrastructure projects*	E	A
Full clean driving license	E	A
Membership of a professional body	D	A

Experience and knowledge	E = Essential D = Desirable	Identified By
Experience of planning and delivering or monitoring investment programmes.	E	A/I
Experience and practical knowledge of project management and project control framework, including financial analysis, project planning and appraisal, finance and risk management and evaluation.	E	A/I
Proven experience in delivering complex, multi-stakeholder programmes.	E	A/I
Have an engineering or construction background with a technical qualification in addition to programme management specific qualifications.	E	A/I
Demonstrable experience in managing audit, assurance and compliance functions, preferably within a public sector environment	D	A/I
Experience and practical knowledge of implementing a risk-based approach to project management and performance control.	D	A/I
Experience of running successful procurement activities.	D	A/I
Experience of managing stakeholder relationships at a senior level in a complex political organisation.	D	A/I
Experience of developing and leading teams to deliver continuous improvement.	D	A/I
Significant experience in programme and/or project management methodologies, tools and techniques, successfully delivering on time and within budget.	D	A/I



Experience in providing best practice assurance function on projects and the ability to provide constructive feedback.	D	A/I
Knowledge of process design tools and techniques.	D	A/I
Knowledge and use in practice of project management techniques e.g. project controls and producing and reviewing work schedules using, for example, MS Project.	D	A/I
Demonstrable experience of assimilating large volumes of information and undertaking high quality analysis.	D	A/I
Familiarity with public sector governance, funding mechanisms, and reporting requirements.	D	A/I

<b>Skills and abilities</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Ability to work effectively to tight deadlines and be able to solve problems	E	A/I
Excellent communication, negotiation, and leadership skills.	E	A/I
Competence in using digital asset management tools and data platforms.	D	A/I
Ability to identify and share best practice with other colleagues across the LCRCA.	D	A/I
Ability to mentor junior members of the team	D	A/I

<b>Personal Attributes</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Encourage and be a champion for professional development across the department.	E	A/I
Can do' attitude with capability to solve problems innovatively and efficiently.	E	A/I
Proven track record for delivery of commitments.	E	A/I
Provide constructive challenge at all levels to secure continuous improvement and best practice.	E	A/I

<b>Core Behavioural Competencies</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
To participate in all aspects of training and development as directed and to use all relevant learning opportunities to improve personal skills to improve effectiveness and efficiency of service delivery.	E	A/I
Commitment to LCRCA's vision, values and behaviours.	E	A/I



To work as a key part of the Place Directorate in contributing to the corporate management of the strategic risks facing the Liverpool City Region Combined Authority.	E	A/I
To support the achievement of corporate efficiency targets and initiatives.	E	A/I
To ensure the Combined Authority's commitment to equal opportunities and is demonstrated through promoting non-discriminatory practices in all aspects of work undertaken.	E	A/I

**Key to Assessment Methods:**

A - Application
I – Interview