

ROLE DESCRIPTION

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| Job Title | Liverpool-Manchester Railway Advisor |
| Salary Band | SCP 37-40 |
| Reporting to | Network Planning Manager |
| Directorate | Place |
| Service Area and sub area | Transport |
| Team | Network Development |
| Political Restriction | No |

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| 1. Primary Purpose of the Post |
| <p>The Liverpool Manchester Railway (LMR) Advisor will play a key role in leading the strategic development and delivery of the Liverpool Manchester Railway programme and play a role in the development of the strategic transport network in the City Region.</p> <p>This role provides leadership across governance coordination, high-level stakeholder engagement, and the oversight of service and infrastructure development. It plays a pivotal role in shaping and steering programme planning, ensuring robust performance monitoring frameworks are in place to drive accountability and continuous improvement. The position demands a forward-thinking, highly organised professional with exceptional communication and influencing skills, a comprehensive understanding of transport planning and regional development priorities, and a strong grasp of infrastructure planning and delivery processes.</p> |
| 2. Your responsibilities |
| <ul style="list-style-type: none"> • Manage secretarial support for the Liverpool Manchester Railway (LMR) Board and related boards/groups as required. • Drive seamless coordination across all governance levels within the LMR workstream. Develop and present programme updates and technical reports to internal and external stakeholders. • Shape internal co-ordination of LMR and Northern Powerhouse Rail (NPR) activities, such as sharing key updates and organising meetings. • Produce timely briefing papers for key internal and external stakeholders, including politicians and senior leaders. • Represent Liverpool City Region and constructively contribute to relevant outputs from the LMR Programme and discourse regarding Northern Powerhouse Rail. • Review and assess key documentation, including status reports, infrastructure development reports, business case documentation and risk registers. • Liaise with Assurance Services and other enabling teams (Legal, Finance, and Procurement) to promote LMR activities. • Play a key role in driving continuous improvement by leading performance reviews and embedding lessons learned and stakeholder feedback into strategic decision- |

making. Represent LCRCa at working-level groups (e.g. TfN's NPR Partner Forum) on LMR, NPR, and related topics.

- Where required, deputise for leaders in Network Development at key forums.
- Develop agendas, compile meeting packs, prepare Chair's notes, and manage administrative tasks as required.
- Lead the scoping of studies, development of technical specifications, procurement processes, and strategic stakeholder engagement.
- Lead and develop the LCR programme in relation to LMR and NPR, including officer working groups and collaboration with LCR Authorities and wider neighbouring authorities (e.g. TfGM, GMCA, Warrington BC).

3. General Corporate Responsibilities

- Continuously demonstrating the behaviours of LCR First, Respect and Action Focused
- Managerial support of all direct reports and teams to ensure there is a robust process of performance management, collaborative working, reporting to targets and hitting project deadlines
- Regular dialogue and positive business relationship building with internal and external colleagues
- A data first approach to analysing performance, improvements and new opportunities across contracts
- Sharing knowledge and information with others
- Building personal and departmental credibility
- Ensuring customer focus, inclusion, income generation, cost saving and value for money are at the heart of decision making and implementation
- Deputise for the Head of Service as required and support with the provision of updates as needed
- As a member of our integrated multi-modal Transport Team, you will be customer-focused, collaborative, and act with urgency to help deliver a world-class transport offering to residents and visitors in the Liverpool City Region (LCR).
- All members of the Transport Team are expected to work collaboratively across all four service areas within the Team and, when required, undertake additional duties to ensure exceptional quality and delivery

4. Recruitment Plan

Competency Based Interview
Assessment

PERSON SPECIFICATION

Job Title: Liverpool-Manchester Railway Advisor

| Criteria | | |
|---|--------------------------------|---------------|
| Qualifications and Training | E = Essential D = Desirable | Identified By |
| A relevant degree-level qualification or equivalent experience in related fields such as Transport Planning, Project Management, Engineering or Public Policy.” | E | A,I, P |
| Project Management Training or Certification, such as PRINCE2 Foundation/Practitioner, APM Project Fundamentals or PMQ | D | A,I, P |

| Experience and knowledge | E = Essential D = Desirable | Identified By |
|--|--------------------------------|---------------|
| Extensive experience in rail service development, including planning, delivery, and evaluation of transport programmes | E | A,I, P |
| Proven track record in project scoping and programme governance within complex, multi-stakeholder environments | E | A,I, P |
| Strong understanding of transport planning principles and infrastructure development processes | D | A,I, P |
| In-depth knowledge of the geography and transport landscape of North West England | E | A,I, P |
| Familiarity with business case development, risk registers, and performance monitoring frameworks | E | A,I, P |
| Experience working within or alongside public sector governance structures and political environments | E | A,I, P |
| Understanding of the strategic priorities of regional and national transport bodies, including TfN and DfT | E | A,I, P |
| Experience of leading procurement processes, including drafting specifications and managing contracts | E | A,I, P |

| Skills and abilities | E = Essential D = Desirable | Identified By |
|--|--------------------------------|---------------|
| Exceptional written and verbal communication skills, with the ability to influence and brief senior stakeholders | E | A,I, P |
| Strong presentation and public speaking skills, including experience presenting to boards and political forums | E | A,I, P |
| Highly organised and detail-oriented, with the ability to manage multiple workstreams and deadlines | E | A,I, P |

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| Skilled in strategic thinking and problem-solving, with a focus on delivering outcomes and value | E | A,I, P |
| Ability to interpret and assess technical documentation, including infrastructure and service reports | D | A,I, P |
| Ability to build and maintain effective relationships with a wide range of stakeholders across sectors | E | A,I, P |
| Proficient in preparing briefing papers, technical reports, and meeting documentation | E | A,I, P |

| Personal Attributes | E = Essential D = Desirable | Identified By |
|---|--|----------------------|
| A passion to improve public transport services | E | A,I, P |
| An understanding of and a personal commitment to the Vision and Aims of LCR Combined Authority | E | A,I, P |
| A commitment to providing a high-quality customer service and ensuring service standards are met | E | A,I, P |
| Demonstrable commitment to diversity and inclusion, together with a clear appreciation of equalities issues | E | A,I, P |
| A commitment to achieving Social Value across all areas of work | E | A,I, P |

| Core Behavioural Competencies | E = Essential D = Desirable | Identified By |
|---|--|----------------------|
| An ability to demonstrate our core values, including a commitment to Equality, Diversity, and Inclusion | E | A,I, P |
| Experience of/ability to contribute to a high-performance culture | E | A,I, P |
| Embed LCRCA's behaviours of LCRCA First, Action Focused, and Respect | E | A,I, P |

Key to Assessment Methods:

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|------------------------|-----------------|------------------|-----------------|
| KO – Knockout question | A - Application | P – Presentation | T - Test |
| FQ – Filter Question | I – Interview | E – Exercise | AC – Assessment |



**LIVERPOOL
CITY REGION**
COMBINED AUTHORITY

METROMAYOR
LIVERPOOL CITY REGION