

## **ROLE DESCRIPTION**

<b>Job Title</b>	Transport Development Support Officer
<b>Salary Band</b>	SCP 24-26
<b>Reporting to</b>	Managers in Network Development
<b>Directorate</b>	Place
<b>Service Area and sub area</b>	Transport
<b>Team</b>	Network Development
<b>Political Restriction</b>	N/A

<b>1. Primary Purpose of the Post</b>
<p>Based in the Network Development Service Area within Transport, you will provide support and assist in the development of a wide range of schemes, including, but not limited to, Bus Rapid Transit, Liverpool-Manchester Railway, Devolution initiatives, and other transport schemes.</p> <p>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 in the Liverpool City Region.</p>
<b>2. Your responsibilities</b>
<ul style="list-style-type: none"> <li>• Liaise with internal and external colleagues to arrange working groups, steering groups and briefings on development schemes.</li> <li>• Work with senior colleagues across Network Development to agree approvals pathways and produce relevant documentation to ensure robust programme monitoring and adherence</li> <li>• Support senior colleagues across Network Development to act as the client with Project Delivery.</li> <li>• Support the maintenance of the project and opportunities risk register and document management system</li> <li>• Take accurate minutes and follow up actions from relevant meetings</li> <li>• Support the production of reports and briefing documentation including presentation materials</li> <li>• Where appropriate, work with the LCRCA Procurement team to procure external services, ensuring effective oversight of contractor resource and supplier input, ensuring compliance with contractual commitments.</li> <li>• Support the management of the project budget - working closely with senior colleagues in Network Development, LCRCA finance and audit functions to ensure that there is thorough understanding of the financial position of the project.</li> <li>• Working with colleagues to put in place proportionate project governance arrangements to ensure appropriate levels of oversight and stakeholder engagement in line with the Project Delivery Framework.</li> </ul>



- Support the development and maintenance of project management artefacts -Tracking risks, issues, assumptions, dependencies, scope changes, actions and decisions, escalating as appropriate.

### **3. General Corporate Responsibilities**

- Continuously demonstrating the behaviours of LCR First, Respect and Action Focused
- Regular dialogue and positive business relationship building with internal and external colleagues
- Sharing knowledge and information with others
- Building personal and departmental credibility
- Ensuring customer focus, inclusion and value for money are at the heart of decision making and implementation
- 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:** Transport Development Support Officer

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Project management qualification (APM, PRINCE2 certifications, MSP, PMBOK)	D	A, I

Experience and knowledge	E = Essential D = Desirable	Identified By
Track record of success in an administrative role, including budget management and reporting	E	A, I
Experience of taking accurate minutes and following up actions from relevant meetings	E	A, I
Experience of booking meetings and managing diary commitments	E	A, I
Experience of maintaining project management artefacts, such as project risk registers and document management system	E	A, I
Knowledge and/or experience of the public transport transportation industry	D	A, I
Knowledge of the key issues facing the City Region.	D	A, I

Skills and abilities	E = Essential D = Desirable	Identified By
Able to work under pressure in a fast-paced environment and capable of delivering to short timescales.	E	A, I
Excellent communication and organisational roles, with an ability to meet tight timescales.	E	A, I
Excellent IT skills with proven ability in all Microsoft Office products and familiarity with collaborative working IT solutions.	E	A, I
Pro-active, a self-starter with the ability to work with minimum supervision, will need to be able to use own initiative and set own deadlines; strong time management skills are essential.	E	A, I
Good interpersonal skills, including an ability to adapt appropriately to deal with people at all levels.	E	A, I
Good verbal and written communication skills with attention to detail.	E	A, I
The ability to prioritise work against competing demands to meet deadlines.	E	A, I



The ability to work as part of any project team to deliver organisational requirements.	<b>E</b>	<b>A, I</b>
Experience of operating effectively and collaboratively as part of a team and supporting colleagues from other departments.	<b>D</b>	<b>A, I</b>
A commitment to and understanding of equal Opportunities.	<b>D</b>	<b>A, I</b>

<b>Personal Attributes</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Approach tasks with enthusiasm and a positive attitude, demonstrating a willingness to tackle challenges	<b>E</b>	<b>A, I</b>
Collaborate effectively with colleagues to foster a supportive team environment and achieve shared goals	<b>E</b>	<b>A, I</b>
Have a passion for Transport Development initiatives and their positive impacts on Liverpool City Region residents	<b>D</b>	<b>A, I</b>

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

### Key to Assessment Methods:

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