

## **ROLE DESCRIPTION**

<b>Job Title</b>	Transport Development Analyst
<b>Salary Band</b>	SCP 27-32
<b>Reporting to</b>	Pipeline Development Manager
<b>Directorate</b>	Place Directorate
<b>Service Area</b>	Transport
<b>Political Restriction</b>	N/A

### **1. Primary Purpose of the Post**

To support the development of major transport projects that will help realise the Metro Mayor's vision of creating a fairer, stronger, cleaner Liverpool City Region – where no one is left behind. Projects will contribute towards economic growth, our transition to Net Zero Carbon by 2035, improve Place and reduce inequality.

### **2. Your responsibilities**

#### **Development and Financing of Projects**

To support the assessment, preparation and funding of projects in the Liverpool City Region by:

- Supporting the development of robust, high quality business cases. You will advise project sponsors on how their projects can be developed to maximise benefits and align with our strategic objectives.
- Critically assess project information submitted to the Combined Authority, ensuring designs meet the latest standards, costs are robust, appraisal techniques used are sound, programmes are realistic and resources are identified.
- Reviewing financial models and analysis to support the Combined Authority's management of devolved funding
- Drafting reports to internal and external boards, and political bodies, making funding recommendations
- Supporting assessment of the economic, social, environmental and other products of projects under consideration (often led by third party experts)
- Managing documents, reports, key correspondence and other materials related to projects under consideration. Aligning the required approvals across a wide range of governance structures to maintain project progress is a key requirement
- Supporting the procurement, selection and contracting of third party contractors at the project level
- When required draft sections of business cases to support project sponsors
- Support the submission of projects for gateway reviews, and take on the role of gateway reviewer of other projects

### **Project Monitoring / Portfolio Management**

- To monitor the financial and operational performance of projects and LCRCA financial commitments through regular monitoring. This requires financial and operational analysis, communication with clients and stakeholders, reviewing external reports and summarising performance for review by senior team members
- To liaise with the Combined Authority's finance, legal, assurance and other teams on project performance and forecasts
- Support the wider Place Directorate management team through organisation, coordinating activity, drafting and editing briefings and promoting the work of the Transport Development Team to external stakeholders

### **Team Support**

- To support the Transport Development Team in maintaining up to date records across a £2bn+ pipeline of projects and programmes.
- Contributing to a culture of innovation, challenge and openness in which proposals are rigorously reviewed and improved

## **3. General Corporate Responsibilities**

- To support the implementation of the City Region's Devolution agreement and wider strategic priorities
- To participate in all aspects of training and development as directed and to use all relevant learning opportunities to improve personal skills so as to improve effectiveness and efficiency of service delivery
- To support the Transport Development Team in contributing to the corporate management of the strategic risks facing the LCRCA
- To support the achievement of corporate efficiency targets and initiatives
- To ensure the Combined Authority's commitment to equal opportunities and is demonstrated through promoting non-discriminatory practices in all aspects of work undertaken

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan.

This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

## PERSON SPECIFICATION

**Job Title:** Transport Development Analyst

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Undergraduate degree with 2.1 Honours or above	D	
Postgraduate degree/training	D	
Experience and knowledge	E = Essential D = Desirable	Identified By
1 years or more relevant professional experience	E	

Skills, abilities and personal attributes	E = Essential D = Desirable	Identified By
Ability to analyse and interpret transport businesses cases, economic / financial information to understand the financial standing of a project/company/proposition	D	
Ability to identify the market position and competitive advantages of a project/company/proposition	D	
Ability to produce straightforward financial models / projections / analyses in Microsoft Excel	D	
Ability to identify project risks and comment on their gravity	D	
Ability to interpret complex information to generate clear reports and actionable summaries	E	
Ability to write clearly and succinctly and to communicate effectively	E	
Ability to understand how projects might impact local economies, people and environments	D	
Sensitivity to the political and social impacts of the team's projects and work	E	
Willingness to go the extra mile for the team	E	
Conscientious, with attention to detail	E	
Dedication to making a difference at work, supporting the vision and aims of Liverpool City Region Combined Authority	D	
Commitment to equal opportunities	D	

Commitment and Behavioural Competencies	E = Essential D = Desirable	Identified By
Working effectively in a team (in this field, team work produces the best work)	E	



**LIVERPOOL  
CITY REGION**  
COMBINED AUTHORITY

**METROMAYOR**  
LIVERPOOL CITY REGION

Working under pressure, meeting deadlines and showing resilience	<b>E</b>	
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**Key to Assessment Methods:**

A - Application	I – Interview	P – Presentation
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