

ROLE DESCRIPTION

Job Title	Lead Officer: International Relations
Salary Band	SCP 44-50
Reporting to	Head of Chief Executives Office
Directorate	Strategic Communications and Corporate Affairs
Service Area and sub area	Chief Executives Office International Relations
Political Restriction	No

1. Primary Purpose of the Post

To lead on the development, continual refinement and delivery of the Liverpool City Region Combined Authority's International Strategy, working closely with colleagues across the CA, the six constituent local authorities, Government and other stakeholders.

2. Your responsibilities

- Utilise available evidence base on economic, innovation and environmental factors to develop and continually refine the LCRCA's International Strategy.
- Lead on the delivery of the Combined Authority's International Strategy, providing direct support and advice to the Metro Mayor and Executive Leadership Team on strategic global political and thematic relationships.
- Develop a proactive forward plan, updated annually, of international visits and relationships.
- Develop and maintain effective relationships with government departments with regard to International Relations, including FCDO, DIT and the embassy and consular network.
- Develop and maintain a positive and effective relationship with Growth Platform representatives in order to support the delivery of a comprehensive integrated export and inward investment offer for LCR businesses and FDIs, based on the Export Plan and the Inward Investment Plan.
- Oversee an effective service to ensure follow up of agreed actions from international engagement.
- Manage an effective and efficient service to deliver a consistent response to requests from international stakeholders, e.g. trade missions, delegations, visits etc.
- Support colleagues to develop and deliver the LCR UK Shared Prosperity Fund investment plan, as required.
- Oversee the delivery of the Combined Authority's Intermediary Body Status, ensuring that all legacy issues are responded to in a timely manner with government as well as securing additional ERDF from national underspends.
- Provide professional advice and support to the Combined Authority.

• 3. General Corporate Responsibilities

- Support the development of effective city region and cross-portfolio collaboration.
- Represent and promote the Combined Authority locally, nationally and internationally.
- Contribute to the preparation of the CA's Corporate Plan and take responsibility for achievement of specific workstreams.
- Support the Executive Leadership Team to embed a culture that is in line with LCRCA behaviours.
- Contribute to the corporate management of strategic risks facing the LCRCA.
- Promote corporate efficiency targets and initiatives.
- Operate flexibly in respect of cover for all other staff in the team, to ensure service standard office hours are provided, and assist with the servicing of out of hours meetings and events.
- Participate in all aspects of training and development and to use all relevant learning opportunities to improve personal skills so as to improve effectiveness and efficiency of service delivery.
- Support the Combined Authority's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- Directly manage the Combined Authority's dedicated international relations resource, in line with the CA's policies and processes.
- Share and communicate a clear understanding of the CA's international priorities.
- Ensure the development, provision and analysis of high quality management information and documentation that is timely, accurate and meaningful.
- Recruit, select, appraise and develop staff in accordance with LCRCA policies and procedures.
- Create a positive learning and working environment through delegation, mentoring and coaching of staff and through the identification of training and development needs.
- Develop the CA's commitment to equal opportunities and promote non-discriminatory practices.
- Encourage a culture of continuous improvement to deliver an outstanding service.

4. Recruitment Plan

Application
Competency Based Interview
Exercise

PERSON SPECIFICATION

Job Title: Lead Officer: International Relations

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Relevant degree or equivalent.	D	A
Evidence & Commitment to continuous personal and professional development.	D	A

Experience and knowledge	E = Essential D = Desirable	Identified By
Record of achievement in a similar role, of operating in a complex environment, preferably in a local or central government or similar environment.	E	A, I
Demonstrable experience of developing policy & strategy.	E	A, I
Demonstrable experience of providing professional strategic advice to politicians and senior leadership teams.	E	A, I
Demonstrable knowledge and experience of international relations and its importance to the Liverpool City Region.	E	A, I, E
Experience of arranging international delegations and events.	E	A, I, E
Experience of building effective collaborative relationships with stakeholders and partners.	E	A, I, E
Experience of leading teams, providing direction and managing performance.	D	A
Experience of operating effectively and collaboratively as part of a team.	E	A
Evidence of creative, innovative thinking, encouraging ideas from across teams, creatively working around new constraints and challenges and capable of translating ideas into delivery.	D	A, I, E
Understanding of the LCR devolution agreement, local and central government and their roles, structures and relationships.	D	A
Knowledge of European Funding Programmes	D	A

Skills and abilities	E = Essential D = Desirable	Identified By
Ability to lead, inspire and motivate others within a culture of practical service delivery.	E	A, I
Lobbying, influencing and negotiating skills.	D	A, I
Ability to develop and maintain effective working relationships with internal and external stakeholders.	E	A, I
Excellent written and oral presentation skills, with an ability to present complex ideas to different audiences.	E	A, I, E
Ability to deliver and lead others under pressure, prioritising work against competing demands to meet challenging deadlines.	D	A

Personal Attributes	E = Essential D = Desirable	Identified By
An understanding of, and a personal commitment to, the vision and aims of the LCRCA.	E	E
A commitment to providing a high quality service.	E	A
A commitment to and understanding of equal opportunities and delivering social value.	E	A, I
Flexible approach to working hours and willingness to work flexibly as and when required.	E	I
Ability to attend meetings inside and outside the city region, including some international travel.	E	I

Key to Assessment Methods:

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