

ROLE DESCRIPTION

Job Title	Lead Officer – Housing Delivery
Salary Band	SCP 51-55
Reporting to	Head of Development
Directorate	Investment & Delivery
Service Area and sub area	Development
Team	Strategic Place Partnership Delivery Team
Political Restriction	Yes

1. Primary Purpose of the Post
<p>The Liverpool City Region is world-famous for its history, culture and creativity. A place of firsts, it is the birthplace of modern railways, public health and international trade. Now, our economy is being transformed once again, changing the world through world-leading innovation in health and life sciences, digital and creative, and advanced manufacturing - growing an economy already worth £35 billion a year.</p> <p>The Combined Authority plays a central role in catalysing this innovation-led economy. We are seizing the unique opportunity to use our devolved powers and funding to create wealth and prosperity for all our 1.6 million residents and the whole UK - investing in our economy, people, place, transport and digital infrastructure. Our vision is for the Liverpool City Region to be: The best place to grow up, grow a family, and grow a business - where no-one is left behind.</p> <p>Critical to this vision is our corporate plan commitment to provide quality homes for the people who need them, with our emerging Spatial Development Strategy and Local Plans identifying a need for 6,637 new homes every year. Delivery of these homes, following a brownfield first approach, will require collaboration across sectors, housing providers, developers, local authorities, landowners and investors.</p> <p>Through greater devolution from 2026/27, the Combined Authority's funding from government will be consolidated into an "Integrated Settlement". This will bring together funding from multiple departments, providing greater flexibility locally to achieve cross cutting goals across local and national government.</p> <p>To help achieve this we have established a Strategic Place Partnership (SPP) with Homes England. SPPs create added value by combining the strengths of each partner and the resources that they can bring. They provide a stronger platform on which to use the leverage of the partnership to better target and align public and private sector resources, skills and expertise. They do not provide direct access to capital funds but enable greater influence over funding and interventions through a more focussed approach to the deployment of capacity and resources to support partners in unlocking prioritised opportunities of scale and building longer term resilient housing supply.</p> <p>The SPP has 3 strategic objectives</p>

- Develop a robust pipeline of investment ready proposals to unlock and accelerate housing delivery and regeneration in the Liverpool City Region – supporting the region’s levelling up, economic growth and inclusivity objectives.
- Realise opportunities to support place-based growth and holistic regeneration solutions to create and grow sustainable neighbourhoods contributing to the region’s net zero carbon ambitions; and
- Improve the supply of high-quality, energy efficient and affordable homes providing greater choice and opportunity for people to access a home in the Liverpool City Region that meets their housing needs

Your role, working with the development and housing programmes teams, will be to set up a multi-agency delivery unit that will provide direction and oversight of the delivery of the SPP pipeline moving priority housing projects into the delivery phase. This will include:

- Identifying the activity and resources required to address barriers to delivery across the SPP pipeline,
- Devise robust financing models to deliver our long-term housing plans,
- Develop a route to market proposal which could include a shared delivery model or procurement frameworks,
- Establish a delivery team to unlock stalled and large strategic sites,
- Maintain and build effective partnerships with key delivery partners across the LCR including Homes England, Registered Providers, private developers and local authority partners,
- Identifying where further research and analysis is required.

You will work with colleagues across the Combined Authority to ensure the unit embeds strategic priorities to ensure new development is sustainable, served by public and active travel options and contributes to place-based regeneration, through our wide ranging and ambitious goals in areas such as homelessness, affordable housing, modal shift, inward investment and economic growth.

You will be confident working with partners both internal and external and have strong communication skills, designing, recruiting and managing a team of self-starting, collaborative and ambitious individuals who offer fresh ideas, demonstrate a commitment to evidence-based investment, and a determination to deliver for the people of the Liverpool City Region.

The Liverpool City Region Combined Authority is committed to providing an inclusive working environment where diversity is valued, and opportunities are available to all.

2. Your responsibilities

To develop and manage partnerships, projects and programmes to deliver the Liverpool City Region’s Strategic Place Partnership housing pipeline as part of a wider drive to support the economy of the city region.

Support the assessment, preparation and funding of housing opportunities in the Liverpool City Region linked to the workstreams of the integrated settlement and SPP.

To identify and secure new delivery partnerships, including new finance and delivery routes.

Benchmark and establish key development/regeneration principles for the SPP housing pipeline including investment opportunities.

To actively seek out and learn from external good practice and acquisitions, private sector led investment, stalled sites and bring those new ideas and ways of working to the housing delivery team.

Devising and implementing recruitment and resourcing strategies to ensure the department can meet the levels of demand from the wider organisation.

To lead, manage and develop the Strategic Place Partnership Delivery Team to demonstrate strong commercial acumen in delivering priority housing sites.

To work closely with senior stakeholders in constituent local authorities and other partners in the city region, including the private sector, to establish and maximise the links between pipeline projects and on-going projects/priorities.

Work closely with internal stakeholders to leverage project support for SPP delivery, including but not limited to Development, Housing Programmes, Investment, Legal, Finance, Risk.

Establish sector forums to promote collaboration and information sharing across key stakeholders within the region.

Work with the LCRCA Procurement team to procure external services, ensuring effective oversight of contractor resource and supplier input, ensuring compliance with contractual commitments. This may include setting up new procurement routes if existing routes to market are not suitable for the programme.

Direct multi-disciplinary teams across the private and public sectors to undertake robust feasibility and viability analysis.

Supporting procurement, selection and contracting of contractors at the project level.

Provide advice on projects deliverability, risks and critical success factors for SPP projects.

To identify challenges, bottlenecks and key risks to successful project delivery, and put in place robust plans to overcome these with partners.

To plan and prioritise delivery of identified activities, considering governance and partnership arrangements, human and financial resource needs and communication opportunities.

Have oversight of SPP pipeline projects ensuring delivery is monitored and reviewed and financial returns (e.g. overage payments) are achieved.



Make strategic recommendations for a how the CA can deliver on its housing funding as part of the Integrated Settlement from April 2026 onwards.

To contribute to the strategic and corporate management of the wider Development Directorate as requested by the Head of Development and ensure full compliance with corporate processes and procedures.

To advise the Head of Service, Executive Director, Metro Mayor and other senior politicians in the City Region on significant developments and support strategic decision making.

3. General Corporate Responsibilities

Every Combined Authority 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 framework to outline the main areas of responsibility at the time of writing

4. Recruitment Plan

Interview, Presentation



PERSON SPECIFICATION

Job Title: Lead Officer – Housing Delivery

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
A degree or equivalent professional experience	E	A

Experience and knowledge	E = Essential D = Desirable	Identified By
Significant experience of delivering successful programmes and projects in partnership with other agencies.	E	A, I, P, AC
Experience of working at a senior level within a politically driven organisation.	E	A, I, P, AC
Experience of building and developing effective, collaborative relationships with stakeholders, partners and internal functions.	E	A, I, P, AC
Experience in commissioning and interpreting economic impact assessments and land and property appraisal.	E	A, I, P, AC
Experience of managing the full development lifecycle including site acquisitions, planning, tender management, risk management and reporting	D	A, I, P, AC
Demonstrate solid understanding of current housing priorities and Green Book methodology with evidence of use on previous projects / programmes	D	A, I
Detailed understanding, or experience of developing and appraising development proposals to understand the viability of major projects	E	A, I, P, AC
Experience of negotiating with and influencing the private sector, negotiating commercial and legal terms including Joint Ventures, Development Corporations.	E	A, I, P, AC
Work with internal and external stakeholders to shape future housing pipeline priorities, based on experience, market conditions, consultation and evidence	E	A, I, P, AC
An understanding of the Liverpool City Region devolution agreement, local government, central government and their roles structures and relationships	D	A, I
Experience of providing professional strategic advice to politicians and Senior Leadership teams both verbally and via clear and concise written reports;	E	A, I
Experience of leading multi-disciplinary teams, which includes delivery managers, analysts, appraisers, sector experts, you will form a coherent, credible core delivery team	E	A, I, P, AC

Skills and abilities	E = Essential D = Desirable	Identified By
Evidence of being a strong corporate player who will lead, motivate and inspire their teams to build a high performing culture	E	A, I
Ability to develop and maintain effective work relationships with integrity, credibility and influence with national and local politicians, officers, and other key stakeholders.	E	A, I
Ability to negotiate, influence and give advice to politicians, senior managers and partner organisations	E	A, I
Ability to work in a collaborative way to transform service delivery including the ability to manage internal departmental relationships		
Highly developed written and oral presentation skills with ability to communicate complex ideas, concepts, issues and financial information in a clear and comprehensible way.	E	A, I
Ability to deliver and lead others under pressure, prioritising work against competing demands to meet challenging deadlines.	E	A, I
Knowledge of funding streams available for newbuild housing schemes and the conditions associated with them	E	A, I
Ability to anticipate and understand the needs of the LCRCA and the city region and translate them into solutions and outcomes.	E	A, I
Ability to identify strategic risks to delivery and to put in place robust mitigation plans	E	A, I

Personal Attributes	E = Essential D = Desirable	Identified By
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
You're able to build collaborative relationships with a range of stakeholders, and devise and sell a shared vision around which teams can work together	E	A, I

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
Evidence and commitment to continuous personal and professional development.	E	A

Key to Assessment Methods:

I – Interview	A - Application	P – Presentation
---------------	-----------------	------------------