



ROLE DESCRIPTION

Job Title	i-teams Transformation Partner
Salary Band	27-32
Reporting to	i-teams Programme Lead
Directorate	Public Sector Innovation
Service Area and sub area	i-teams
Team	i-teams
Political Restriction	No

1. Primary Purpose of the Post

The i-teams Transformation Partner will lead and facilitate comprehensive design/innovation processes that encompass research, ideation, prototyping, and delivery in collaboration with stakeholders to ensure solutions are continuously tested, improved, and adapted to evolving needs. Part of the new CA i-team, and part of the internationally renowned Bloomberg innovation programme, the postholder will be grounded in deep listening, participatory design, and futures thinking, the successful person will foster a culture of co-creation and shared problem-solving, ensuring that solutions are both innovative and sustainable. The i-teams work will initially focus on improving the take up of housing retrofit and promotion of active travel.

2. Your responsibilities

- Bring your operational and subject matter expertise into the i-teams programme.
- Design and define the scope of innovation processes to be delivered for the region, to achieve benefits in line with the programme objectives.
- Plan, lead and deliver work packages as required during the lifecycle of the i-teams programme. Develop qualitative design research and ensure solutions and proposals are documented.
- Scrutinise the detail of proposals and solutions being developed via the i-teams programme and ensure they are deliverable.
- Participate actively in key phases of the i-teams programme implementation process to ensure the products being delivered are fit for purpose and adequately tested. This will include applying design and innovation methods, data analysis and delivery of staff training/briefings.
- Identify areas of risk that are likely to arise during the i-teams programme implementation process and ensure effective mitigations are in place, escalating through programme and organisational governance as appropriate.
- Lead on engagement activities – support knowledge transfer by developing pilots based on feedback and organisational goals
- Gain support and buy-in to innovation through constructive engagement and effective and frequent two-way communication.



- Consider and deliver the innovation requirements to achieve the target end state and work collaboratively with stakeholders to prepare them to adopt the changes.

3. General Corporate Responsibilities

- 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.
- Promote understanding of and adherence to the Combined Authority's core values by modelling appropriate behaviours and encouraging others to do likewise.
- Represent and promote the work of the LCRCA and the wider LCR, locally, regionally and nationally.
- Ensure the development, provision and analysis of high-quality management information and documentation that is timely, accurate and meaningful.
- Support the scrutiny process established by the LCRCA.
- Encourage a culture of continuous improvement to develop an outstanding service, where value for money and best value are delivered and innovation and enterprise flourish.

4. Recruitment Plan

Competency Based Interview
Assessment



PERSON SPECIFICATION

Job Title: i-teams Transformation Partner

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
No formal qualifications required, but training in leading or delivering programmes of this nature would be helpful.	D	A,I

Experience and knowledge	E = Essential D = Desirable	Identified By
Proven experience and significant expertise in transformation, design and innovation methodologies, with the ability to determine when and how to apply specific approaches, frameworks, and facilitation methods.	E	A,I
Proven ability to implement complex projects within multi-stakeholder environments, navigating diverse perspectives and aligning interests toward shared goals.	E	A,I
Experience with using and developing innovative approaches, methods, and tools.	E	A,I
Experience working with a wide range of stakeholders to influence and deliver change programmes and transformation.	E	A,I
Ability to deliver work packages across the programme lifecycle - producing high-quality documentation, research and proposals.	E	A,I
Experience of communicating and presenting data, and the key messages from that data, in a clear and digestible format.	D	A,I
Evidence of monitoring the external environment for relevant data updates and primary research data relevant to the LCR.	D	A,I

Skills and abilities	E = Essential D = Desirable	Identified By
Good written and oral presentation skills with ability to present complex data in a clear and comprehensible way.	E	A,I



Ability to meet challenging deadlines, working effectively with others and responding to changes in priorities.	E	A,I
Ability to translate ideas into plans and actions and see them through to implementation.	E	A,I
Ability to convey complex ideas clearly and persuasively. Additional skills include systems thinking, problem-framing, data synthesis	D	A,I

Personal Attributes	E = Essential D = Desirable	Identified By
Conduct role with integrity and lead by example.	E	I
Willingness to work flexibly, as and when required.	E	I
Passion for and commitment to addressing complex societal challenges including climate change and other key challenges facing cities.	D	A,I

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
An understanding of and personal commitment to the vision and aims of Liverpool City Region Combined Authority.	E	I
Conduct role with integrity and lead by example.	E	I
Willingness to work flexibly, as and when required.	E	I

Key to Assessment Methods:

A - Application
I – Interview



**LIVERPOOL
CITY REGION**
COMBINED AUTHORITY

METRO MAYOR
LIVERPOOL CITY REGION