

ROLE DESCRIPTION

Job Title	Project Support Officer LCR Careers Hub
Salary Band	SCP 24 – 26
Reporting to	Strategic Lead of LCR Careers Hub
Directorate	Investment & Delivery
Service Area	Programmes Delivery – LCR Careers Hub
Political Restriction	n/a

1. Primary Purpose of the Post

Liverpool City Region Careers Hub supports 144 secondary schools and colleges across the Region to ensure that every young person receives outstanding, relevant careers education.

Funded by The Careers & Enterprise Company, the national body for careers education in England, and in partnership with LCR Combined Authority, we bring together education, training providers, businesses and careers professionals to improve how we prepare young people for their next steps.

The Project Support Officer will support the wider Careers Hub team in its delivery of careers and skills education across the city region. You will provide project management support to ensure the smooth and effective planning, management, co-ordination and financial control of the Careers Hub.

You will support the management and delivery of administration services supporting the Hub Team to work effectively with schools and colleges working effectively with LCR Be More team to support key skills programmes.

You will be responsible for ensuring collaboration exists between the Hub Lead, delivery partners and other stakeholders including educational establishments to support the development and delivery of key projects that will have the greatest impact.

2. Your responsibilities

- Work with the Strategic Hub Lead and Operational Hub Leads to support the delivery and vision of the strategic plan including data input and analysis in line with the funding requirements of The Careers & Enterprise Company (CEC) with reference to GDPR.
- To manage the preparation of monitoring of data, processes, and policies and to support the production of reports and briefing documentation including presentation materials.
- To develop and maintain project management systems - tracking risks, issues, assumptions, dependencies, scope changes, actions and decisions, escalating as appropriate.



- 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.
- To support the management of the project budget - working closely with delivery partners and the LCRCA finance and audit functions to collate termly financial information including processing of invoices and related financial controls procedures. Verify invoice expenditure, liaising with partners and solving inaccuracies.
- To assist in the publication of media and content to all social media platforms supporting LCR Careers Hub and through LCR Be More portal.
- Assist in research to inform marketing content and campaigns across Devolved Programmes service area that highlight our vibrant diverse and inclusive city region.
- Support and develop project delivery for careers and skills activities working with the Lead Officer for digital content to publish on the LCR Be More website.
- To manage, arrange and schedule meetings and conferences both internally and externally, including booking rooms/venues/refreshments, preparation of agendas and organisation of any travel requirements.
- Identify issues requiring urgent attention and anticipate administrative support needs of the Careers Hub and take steps to ensure forward planning.
- Provide accurate, clear and concise minutes and follow up actions from relevant meetings.

As this is a newly created role the postholder may be required to undertake other appropriate duties as deemed necessary.

3. General Corporate Responsibilities

- To comply with and promote social value, equality and diversity, health and safety in accordance with policies and legal requirements.
- To communicate the Health and Safety policy, procedures, and guidelines to all employees under the management/supervision of the postholder. To monitor compliance with the safeguarding policy, procedures and guidelines and keep appropriate records where required.
- To comply with the LCRCA Data Protection Policy and Code of Practice within the service area and amongst employees within the remit of the post.
- To effectively manage resources to meet business objectives.
- 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: Project Support Officer

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
NVQ 3/4 Business Administration or equivalent.	E	A
Project management qualification (APM, PRINCE2 certifications, MSP, PMBOK)	D	A
Education to Degree level or relevant work experience.	E	A

Experience and knowledge	E = Essential D = Desirable	Identified By
Knowledge of the relationship between Local Authorities, Liverpool City Region Combined Authority and the Hub Lead Organisation. *	E	A/I
Knowledge of Financial practices *	E	A/I
Experience of developing and operating electronic systems to track, manage and analyse resources and data. *	E	A/I

Skills, abilities and personal attributes	E = Essential D = Desirable	Identified By
Excellent communication skills with the ability to communicate effectively in both written and spoken English. *	E	A/I
The ability to engage with a range of colleagues, stakeholders, and delivery partners. *	E	A/I
The ability to work strategically as part of a team and use initiative. *	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
The ability to scrutinise financial transactions for their appropriateness before authorising. *	E	A/I
The ability to develop marketing and social media content for publication	E	A/IAC



Excellent organisational skills with the ability to prioritise workload, meet deadlines, multitask, and manage time effectively.	E	A/I
High level of ICT skills particularly with spreadsheets, databases, and word processing.	E	A//AC
The ability to organise, prepare documents for and minute meetings.	E	A//AC
A commitment to and understanding of equal opportunities	E	A/I

Commitment and Behavioural Competencies	E = Essential D = Desirable	Identified By
Ability to work flexibly towards fixed deadlines outside normal working hours when necessary.	E	A
Clear commitment to quality and attention to detail*	E	A
Willingness to undertake training and development opportunities	E	A

Note for Candidates:

As part of our recruitment process, we will be using psychometric testing and stakeholder panels. Psychometric tests help us assess your cognitive abilities, personality traits, and job-related skills, ensuring a fair and unbiased selection.

Additionally, stakeholder panels, will provide diverse perspectives during the interview process.

These methods help us make well-rounded hiring decisions and find the best fit for both the role and our organisational culture

Key to Assessment Methods:

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