

ROLE DESCRIPTION

Job Title	Digital Infrastructure Trainee
Salary Band	SCP 11-12
Reporting to	Digital Infrastructure Project Manager
Directorate	Resources
Service Area and sub area	Delivery & Assurance Unit
Political Restriction	N/A

1. Primary Purpose of the Post

The purpose of the Digital Infrastructure Apprentice role is to support Liverpool City Region Combined Authority's ambition to become the best digitally connected region in the UK. Working within the Digital Infrastructure team, the post-holder will contribute to key programmes involving mobile connectivity, fixed-line broadband, and smart city technologies. The role provides hands on experience that will help drive forward the organisation's Corporate Plan commitments in digital infrastructure.

Day to day, the post-holder will deliver a range of tasks essential to progressing digital connectivity projects. This includes preparing project management documentation such as programmes and risk registers, assisting with report writing, engaging with stakeholders, and carrying out basic data analysis to inform decision making. By supporting these core functions, the post-holder will play an active role in shaping and improving the region's digital ecosystem.

More broadly, the role exists to develop emerging talent and build future capability in a fast-evolving field. It provides an entry point for someone with curiosity, strong communication skills, and a passion for technology to learn from experienced colleagues and grow into a confident contributor. Through structured development, collaboration, and exposure to real-world projects, the Trainee will support the advancement of digital innovation across the Liverpool City Region while building a foundation for a long-term career in digital infrastructure/project management.

2. Your responsibilities

- Support the coordination and delivery of digital infrastructure projects aligned with the Combined Authority's Corporate Plan.
- Assist in developing project management documentation, including project plans, programmes, and risk registers.
- Support the monitoring and reporting of project progress, risks, and issues.
- Contribute to the preparation of briefing papers, progress updates, and formal reports.
- Conduct basic research to inform project decisions and identify emerging opportunities or risks.



- Assist in liaising with internal and external partners, including telecom providers, local authorities, and community organisations.
- Contribute to the collection, organisation, and interpretation of digital infrastructure data, both qualitative and quantitative.
- Provide administrative support across the team including, but not limited to, arranging meetings, note taking, raising purchase orders etc.
- Develop knowledge of digital infrastructure and project management.
- Adhere to all Combined Authority governance, policies, and procedures, including data protection, health and safety and equality and diversity standards.
- Any other relevant duties as required by Line Manager.

3. General Corporate Responsibilities

- Support the delivery of the Combined Authority's Corporate Plan.
- Promote understanding of and adherence to the Combined Authority's core values by modelling appropriate behaviours and encouraging others to do likewise.
- Promote and encourage continued improvement in service quality and efficiency.
- 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.

4. Recruitment Plan

Competency Based Interview
Assessment

PERSON SPECIFICATION

Job Title: Digital Infrastructure Trainee

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
- 5 GCSE`s Grades 4 or above including English	E	E
- A good level of literacy	E	A, E
- ICT Skills	E	A, E

Experience and knowledge	E = Essential D = Desirable	Identified By
A demonstrable interest in digital infrastructure and/or the built environment (e.g. highways, architecture)	E	A, I
Understanding of how digital infrastructure/ digital technology services support people and places	D	A, I
Knowledge/experience in organised research, analysing data and summarising findings	D	A, I
Experience communicating clearly and professionally, such as writing emails, summarising information, or speaking with others in a work, voluntary, or community setting.	D	A, I
Experience of working in a project based/organised environment which required meeting deadlines, following guidance, and maintaining information.	D	A, I

Skills and abilities	E = Essential D = Desirable	Identified By
Interpersonal skills	E	A, I
Time management.	D	A, I
Data analysis	D	A, E
Written communication.	E	A, E
MS Word, Excel and Powerpoint	D	A, E
MS Outlook	D	A

Personal Attributes	E = Essential D = Desirable	Identified By
Team player	E	A, I
Flexible and resilient	E	A, I
“Can do” attitude	E	A, I
Commitment to further learning	E	A, I



Core Behavioural Competencies	E = Essential D = Desirable	Identified By
Respectful, Action Focussed	E	A, I

Key to Assessment Methods:

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