ROLE DESCRIPTION

Job Title	Employer Skills Broker – MSA Brokerage Pilot
Salary Band	SCP 27-32
Reporting to	Joe Keegan (Team Leader)
Directorate	Investment and Delivery Directorate
Service Area and sub area	Delivery – Employer Brokerage Service
Team	Employer Brokerage Service
Political Restriction	No

1. Primary Purpose of the Post

Liverpool City Region Combined Authority aims to deliver an inclusive, skilled and globally competitive city region. As part of our commitment to do so, £5.7m of funding has recently been secured from the Department for Work and Pensions to build on our existing Employer Brokerage Service, working with employers to create apprenticeships and ensure local young people have access to these opportunities.

Based in the Investment and Delivery Directorate, we are seeking to support in creating an additional 1200 apprenticeship opportunities by March 2029 and focussing on ensuring young people aged 16-24 and currently Not in Employment, Education or Training benefit

Located within the Employer Brokerage Service, as part of our Investment & Delivery Directorate and working closely with other CA Skills Brokers and Employment Officers, as well as external teams, the post holder will engage with LCR employers with a focus on SME and micro businesses to identify opportunities for residents to access Apprenticeship vacancies and gain employment, as well as access to work experience or to enrol onto a vocational training programme. They will match NEETs to employers across the Liverpool City Region, ensuring alignment with demand and working with local authority teams who will provide wraparound support to participants. Through focussed and coordinated activity, the pilot will align with existing employer engagement teams' work and networks, maximising local relationships, avoiding duplication and maximising impact within each of our LAs to the benefit of residents and employers.

This Employer Brokerage Service has been designed to streamline and centralise skills advice and support across the Liverpool City Region in line with the Combined Authority's One Front Door approach. The team's work includes promoting apprenticeships, supporting individuals to understand and engage with apprenticeships and the wider skills offer and helping employers to reskill for future jobs and opportunities. The successful candidate will be able to see opportunities to add value and maximise the links between different policy topics as

well as being customer focused. They will be confident working with employers, learners, education providers and compliance teams.

Team members should be self-starting, resilient and ambitious who can demonstrate a commitment to deliver employment and skills support to residents across the Liverpool City Region.

This post is fixed term to March 2029.

2. Your responsibilities

The following is not a comprehensive list of all tasks, which may be required of the post holder:

- To engage with employers across the Liverpool City Region in order to 'open up' opportunities for residents to move into apprenticeships.
- To work closely with local authority teams in order to match residents to job apprenticeships and job roles.
- To support local authority teams so they are able to place residents in work experience positions which will assist residents to access apprenticeships and job roles in the future.
- To work with colleagues across the CA and wider LA teams in order to provide employers with opportunities to access skills funding and national and local incentives.
- To work alongside the wider Employer Brokerage team to deliver the aims and ambitions of the Combined Authority, ensuring compliance with funding body performance management arrangements
- To increase the number and range of employers who engage with and offer apprenticeships across the Liverpool City Region.
- To work with the Brokerage Manager to deliver a range of employer engagement activities aimed at raising the profile and awareness of apprenticeships across the City Region, including the delivery of presentations and information to employer networks on a one-to-many basis
- To directly target and support large employers across the City Region, through an account management approach, providing high-quality impartial information, advice and guidance on apprenticeships, wider skills and the apprenticeship levy
- To support employers to understand their current and future skills needs through the provision of bespoke organisational needs analysis; supporting the development of a training plan and facilitating skills solutions.
- To interpret and use data and research to develop a sophisticated understanding of the challenges and opportunities the city region faces. To identify apprenticeship opportunities, enabling the Employer Brokerage Service to respond appropriately and grow the numbers, types and levels of apprenticeships across the City Region

3. General Corporate Responsibilities

- To promote and implement the Combined Authority's Equal Opportunities Policy in all aspects of employment and service delivery.
- To ensure all Combined Authority Standing Orders and Financial Procedure Rules are upheld, both personally and within the Directorate.
- To ensure (in collaboration with others) that continuous improvement, value for money and best value are delivered by all areas of the Combined Authority by challenging existing practices, setting targets for improvement and intervening as necessary.
- In collaboration with public, voluntary and private sector partners drive the Combined Authority's agenda for excellent customer service
- To have an awareness of and comply with the Combined Authority's policies and procedures
- To fulfil any other duties commensurate as reasonably directed
- To commit to continuous professional development as appropriate.

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.

4. Recruitment Plan

Competency Based Interview
Assessment
Presentation

PERSON SPECIFICATION

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Criteria		
Qualifications and Training	**E = Essential D = Desirable**	**Identified By**
1. Qualified to Level 3 or above (although professional experience and track-record of operating at an appropriate strategic level will be acceptable).	**D**	**A/I**
2. Evidence and commitment to continuous personal and professional development.	**D**	**A/I**

Experience and knowledge	**E = Essential D = Desirable**	**Identified By**
3. Excellent knowledge and understanding of apprenticeships and other education and skills programmes.	**E**	**A/I**
4. A good understanding of the needs and issues facing employers.	**E**	**A/I**
5. Good working knowledge of local and national skills and employment provision	**D**	**A/I**
6. Experience of delivering employment and skills related advice, guidance and support programmes for employers.	**E**	**A/I**
7. Energy and ability to work accurately and deliver high standards of work to tight deadlines.	**D**	**A/I**

Skills and abilities	**E = Essential D = Desirable**	**Identified By**
8. Excellent interpersonal skills to be able to work well with colleagues and participants.	**D**	**A/I**
9. Able to work on your own initiative and have effective time management skills.	**D**	**A/I**
10. Evidence of quality, time management and organisational skills	**D**	**A/I**
11. Ability to interpret data and make recommendations for action.	**D**	**A/I**

12. Being able to maintain accurate records and information.	**D**	**A/I**

Personal Attributes	**E = Essential D = Desirable**	**Identified By**
Self-motivated and able to manage own workload.	**D**	**A/I**

Core Behavioural Competencies	**E = Essential D = Desirable**	**Identified By**
Ability to work well as part of a team	**D**	**A/I**
Able to work independently in order to deliver against targeted outcomes.	**D**	**A/I**

Key to Assessment Methods:

A - Application
I - Interview
P - Presentation