

ROLE DESCRIPTION

Job Title	Programme Support Officer – Be More
Salary Band	SCP 24 - 26
Reporting to	Principal Officer – Be More
Directorate	Investment & Delivery
Service Area and sub area	Devolved Programmes > Skills Programmes
Team	Be More
Political Restriction	None
Contract Length	This is an 18-month fixed term role. Secondments will be considered.

1. Primary Purpose of the Post
<p>To provide programme support for the continued development of the LCR Be More Portal as the leading career resource for the Liverpool City Region, ensuring its content aligns with the region's future skills needs and contributes to the Mayor's Digital Badge manifesto pledge, which offers individuals verifiable micro-credentials reflecting on local learning linked to employment opportunities. This will include supporting a range of administrative functions, such as managing expenditure, reporting on outputs and outcomes, adhering to governance structures and processes, preparing briefings, developing and maintaining programme documentation, and ensuring that actions are delivered within required deadlines while working collaboratively with the Skills Bootcamps team.</p>
2. Your responsibilities
<ul style="list-style-type: none"> • Responsible for administrative tasks related to the successful delivery of the LCR Be More platform. • To manage and monitor the range of interventions including progress against expenditure and the achievement of outputs and outcomes. • To prepare briefings for senior officers on progress. This will include identifying any successes, risks, slippage or blockages in the delivery of programme interventions. • To provide the secretariat function for relevant meetings, Boards and Groups as directed. • To provide general programme and administration support to the CA colleagues. • To liaise with relevant external agencies and organisations in support of the Combined Authority's work programme, including Local Authorities as key stakeholders and delivery partners, and other externally commissioned delivery bodies. • To help to develop and maintain systems and processes to ensure effectively delivery of the Be More platform, working across the Combined Authority as appropriate.

- To work with policy colleagues and the external stakeholders regarding reporting expenditure and management information of the programme as required.
- To co-ordinate partner communications through a variety of means, including leading on the maintenance of relevant web pages as directed.
- Receiving and responding to a range of queries from external contacts.

3. General Corporate Responsibilities

- To support the implementation of the City Region's Devolution agreement and wider strategic priorities.
- To 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.
- To work as a key part of the Investment and Delivery Directorate in contributing to the corporate management of the strategic risks facing the Liverpool City Region Combined Authority.
- To support the achievement of corporate efficiency targets and initiatives.
- To ensure the Combined Authority's commitment to equal opportunities and is demonstrated through promoting non-discriminatory practices in all aspects of work undertaken.

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.

4. Recruitment Plan

Competency Based Interview

PERSON SPECIFICATION

Job Title: Programme Support Officer – Be More

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Minimum Level 2 qualification (5 good GCSEs or equivalent)	E	A

Experience and knowledge	E = Essential D = Desirable	Identified By
Experience of monitoring and updating action plans.	E	A,I
Experience of working effectively with performance management data.	E	A,I
Experience of designing or improving new systems or processes.	E	A,I
Experience of providing administrative support.	E	A,I
Knowledge of the employment and skills agenda.	D	A,I

Skills and abilities	E = Essential D = Desirable	Identified By
Good interpersonal skills and a proven ability to work across partner organisations.	E	A,I
Minute taking, arranging and coordinating meetings internally and externally.	E	A,I
Effective report writing and review skills.	E	A,I
Ability to work with different colleagues from different backgrounds and organisations.	E	A,I
Ability of work as part of a team meeting a wide range of objectives.	E	A,I
Ability to manage a complex workload with competing demands.	D	A,I
Ability to plan and organise own and other people's work.	D	A,I
Ability to meet tight deadlines.	D	A,I
Attention to detail, ability to gather and collate information from a variety of sources accurately.	D	A,I
Sensitivity to the political and social impacts of the team's projects and work.	D	A,I

Personal Attributes	E = Essential D = Desirable	Identified By
Organised and detail-focused: able to manage complex workloads, collate information accurately, and meet tight deadlines.	E	A,I



Collaborative and team-oriented: works effectively with colleagues and partner organisations, demonstrating good interpersonal skills.	E	A,I
Adaptable and flexible: willing to adjust working hours and approaches as needed, balancing competing demands.	E	A,I
Professional and politically aware: sensitive to the political and social impacts of projects, maintaining professionalism in varied contexts.	E	A,I
Proactive and reliable: able to take initiative in administrative and programme support tasks while maintaining consistency.	E	A,I

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
An understanding of and a personal commitment to the Vision and Aims of Liverpool City Region Combined Authority.	D	A,I
Commitment to and understanding of equal opportunities.	D	A,I

Key to Assessment Methods:

A - Application
I – Interview