

## **JOB DESCRIPTION**

<b>Job Title</b>	Project Support Officer LCR Music Hub
<b>Salary Band</b>	SCP 24 – 26 (£31,142 - £32,983)
<b>Reporting to</b>	Strategic Lead of LCR Music HLO
<b>Directorate</b>	Strategic Delivery
<b>Service Area</b>	Programmes Delivery – LCR Music Hub
<b>Contract</b>	F/T Fixed term Contract for 12 Months with the ability for further extensions once funding is confirmed. This post is also open to secondment providing your employer is willing to enter into an agreement with the LCR CA.
<b>Political Restriction</b>	none

### **1. Primary Purpose of the Post**

Working as the Project Support Officer for this new exciting chapter in music education across the city region is a fantastic opportunity. As the newly announced Liverpool City Region Combined Authority (LCRCA) Music Hub we are looking to recruit a motivated and committed individual who will provide project management support to ensure the smooth and effective planning, management, co-ordination and financial control of the new LCR Music Hub as appointed by Arts Council England (ACE).

This role will provide direct support to the Strategic Lead of the LCRCA Music Hub in the delivery of administration services including the planning, development, co-ordination, monitoring of financial resources and data collection for the LCRCA and ACE.

You will be responsible for ensuring appropriate communication systems exist between the Hub Lead Organisation (HLO), delivery partners and other stakeholders to enable the high quality of music education and opportunity is sustained for children and young people in the city region.

### **2. Key Role Specific Responsibilities**

- Work with the Strategic Lead for the LCR Music Hub in the delivery and vision of the LCR Music Hub.
- Ensure the collection of data from partner organisations is in line with the funding requirements of Arts Council England, with reference to GDPR.

- Manage the preparation of monitoring of data, processes, and policies and support the production of reports and briefing documentation including presentation materials.
- Process invoices and related financial controls procedures. Verify invoice expenditure, liaising with partners and solving inaccuracies.
- Support the management of the project budget - working closely with delivery partners and the LCRCA finance and audit functions to ensure that there is thorough understanding of the financial position of the Music Hub.
- To support the monitoring of the income and expenditure of the HLO and ensure compliance with Financial Regulations.
- Collate monthly financial information to enable monitoring of the income and expenditure of delivery partners across the Hub footprint.
- Develop systems and procedures for asset collection, monitoring, and co-ordination of physical and intellectual assets across partner organisations in the Hub.
- Manage and organise the Strategic Lead of Music HLO diary, scheduling meetings and conferences internally and externally, booking rooms/venues/refreshments, preparation of agendas and organisation of any travel requirements.
- Take accurate minutes and follow up actions from relevant meetings.
- Support the management of project risks and issues across the Music Hub by maintaining a risk register and document management system.
- Track risks, issues, 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.

**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 the LCRCA Health and Safety Policy and associated safe working procedures and guidelines.
- 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 policy, procedures and guidelines and keep appropriate records where required.

- To comply with the LCRCA Comprehensive Equality Policy and ensure that it is implemented within the service area and amongst employees within the remit of the post.
- To be responsible for the implementation of the LCRCA Human Resource policies and procedures including Employee Relations, within the remit of the post.
- 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.

#### **4. General Managerial Responsibilities**

- To assist in the overall management of resources within the office.
- To be responsible for the management of Health & Safety within the office in accordance with policy.
- To be flexible in and responsible to the needs and timescales of partners and stakeholders, working outside the school day, during school holidays and weekends where necessary.
- Undertake any other duties relevant to the grade.

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

**Service Area:** Programme Delivery – LCR Music Hub  
**Job Title:** Project Support Officer – LCR Music Hub  
**Grade:** SCP 24 - 26

**Note to Applicants. Essential criteria are marked with \*. All other criteria are desirable.**

	CRITERIA	METHODS OF ASSESSMENT
<b>Qualifications and Training</b>	Good standard of education. *	A
	Project management qualification	A
<b>Experience &amp; Knowledge</b>	Knowledge of the relationship between Local Authorities, Liverpool City Region Combined Authority and the Hub Lead Organisation. *	A/I
	Knowledge of Financial practices *	A/I
	Experience of developing and operating electronic systems to track, manage and analyse resources and data. *	A/I
	Experience of working in an arts-based environment or team.	A
<b>Skills/Abilities</b>	Excellent communication skills with the ability to communicate effectively in both written and spoken English. *	A/I
	The ability to engage with a range of colleagues, stakeholders, and delivery partners. *	A/I
	The ability to work strategically as part of a team and use initiative. *	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.*	A/I
	The ability to scrutinise financial transactions for their appropriateness before authorising. *	A/I/T
	Excellent organisational skills with the ability to prioritise workload, meet deadlines, multitask, and manage time effectively. *	A/I

	CRITERIA	METHODS OF ASSESSMENT
	High level of ICT skills particularly with spreadsheets, databases, and word processing. *	A/I/T
	The ability to organise, prepare documents for and minute meetings. *	A/I/T
	A commitment to and understanding of equal Opportunities *	A/I
<b>Commitment</b>	Ability to work flexibly towards fixed deadlines outside normal working hours when necessary.	A/I
	Clear commitment to quality and attention to detail*	I
	Ability to Work evenings and weekends*	I
<b>Other</b>	Empathetic and sensitive to others*	A/I
	Self-aware of own limitations and professional boundaries *	I
	Professional, confident and compassionate approach to the work. *	I
	Willingness to work and support young people	I

This Authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced disclosure.

#### **Key to Assessment Methods:**

I - Interview P - Presentation A - Application E - Exercise T - Test AC - Assessment