

## ROLE DESCRIPTION

<b>Job title</b>	Careers & Skills Officer - LCR Careers Hub
<b>Salary band</b>	SCP 27 – 32
<b>Reporting to</b>	Strategic Lead of LCR Careers Hub
<b>Directorate</b>	Strategic Delivery
<b>Service area and sub area</b>	Programmes Delivery – LCR Careers Hub
<b>Team</b>	Liverpool City Region Careers Hub
<b>Contract</b>	Fixed term until 31 <sup>st</sup> August 2026, with the potential to make permanent should funding be confirmed. This post is also open to secondment.
<b>Political Restriction</b>	None

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

Liverpool City Region Careers Hub supports 147 schools, special schools, colleges and employers to help every young person find their best next step. This role plays a critical part in delivering and leading aspects of the local careers strategy as part of an approach to support young people to raise aspirations and inspire the future workforce.

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 ensure every young person receives outstanding, relevant careers education.

It all starts with skills:

**Skills for young people:** Supporting young people with implementation of a national work experience guarantee to understand workplace skills and the different pathways to rewarding careers e.g. Apprenticeships and T Levels.

**Skills for schools and colleges:** Connecting educators to local businesses and their skills needs through our Liverpool City Region Employer Network.

**Skills for the Economy:** Supporting employers to close the skills gaps and shape their future workforce through high quality education outreach.

The Careers & Skills Officer will support the wider Careers Hub team to support schools, colleges, training providers and employers to improve careers education and secure better outcomes for Liverpool City Region young people. You will support the development of the Careers Impact System with specific responsibility for continuous improvement and quality assurance and deliver key projects to maximise impact and outcomes.

To support economic growth and reduce skills gaps in Liverpool City Region, you will encourage and engage with the local business community to collaborate with employers offering support and guidance to improve local tailored programmes and delivery of key projects to support modern work experience.

## **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.

### **Education**

- Support an education caseload to assess current provision against the equalex framework, ILR and new Gatsby benchmark requirements. Identify opportunities, strategies and relationships to enhance existing and new provision, which can be embedded in the curriculum working with SLT.
- Use CEC digital tools including Compass+, Future skills questionnaire and the Careers Impact system, improving quality and Gatsby benchmark performance to ensure young people are receiving high quality careers guidance.
- Track, monitor, analyse data sources through ILR and engage with peer-to-peer opportunities to better understand their current need and gaps, assuring experiences' provision for all – including for the most disadvantaged learners.
- Identify administration issues experienced by educators in supporting their careers strategy. Challenge and reduce these as well as linking to national systems and supporting their implementation locally.
- Use local communities of practice to help schools and colleges explore and share best practice relating to the delivery of modern work experience.
- To manage the preparation of monitoring of data, processes, and policies and to support the production of reports and briefing documentation including presentation materials.

### **Employers**

- Identify and build relationships between local/national employers and the local networks to support employers and ensure priority sector representation with a mix of large, SME and micro-organisations that reflect the local context.
- Support employer understanding and behaviour change to develop and innovate on opportunities that align to the equalex framework and wider collaboration.
- Working closely with the Hub Lead to encourage employers to join LCR Employer Network to grow their outreach programme, develop their talent pipelines, upskill their workforce and close skills gaps. Encourage employers to complete Employer Standards framework.
- Mobilise business volunteers through LCR Employer Network and Cornerstone employers to support work experience guarantee and wider delivery activities to improve outcomes for young people.
- Engaging with employer-led groups including ITP's, growth sector leads, LSIPs and local authority teams to support local implementation and collaboration.

### **Employer Encounters/Providers**

- Maximising the availability of employer encounters across a wide range of sectors and showing alignment of these encounters with local labour market information (LMI)
- Acting as an ambassador for The Careers & Enterprise Company including raising the profile of the Careers Hub through utilising existing communication and marketing channels to engage with key local stakeholders.
- Use local communities of practice to help providers explore and share best practice relating to delivery and to understand, challenge and address local barriers.



<b>3. General Corporate Responsibilities</b>
<ul style="list-style-type: none"><li>• To comply with the LCRCA Health and Safety Policy and associated safe working procedures and guidelines.</li><li>• 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.</li><li>• 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.</li><li>• To participate in all aspects of training and development as directed. Use all relevant learning opportunities to improve personal skills and to improve the effectiveness and efficiency of IT services</li><li>• 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.</li><li>• Undertake any other duties relevant to the grade.</li></ul> <p>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.</p> <p>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.</p>
<b>4. Recruitment Plan</b>
Competency Based Interview Presentation

## PERSON SPECIFICATION

**Job Title:** Careers & Skills Officer - LCR Careers Hub

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Relevant professional experience in a delivery-focused role - such as within education, business, the public sector, or another related field, with a proven experience of working with stakeholders, relationship management and the ability to maintain partnerships to achieve meaningful and measurable outcomes.	E	A/I
Technical, vocational or part-professional qualification at vocational degree level or equivalent experience (NVQ 4) in a relevant area.	D	A
Project management qualification (APM, PRINCE2 certifications, MSP, PMBOK)	D	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
Demonstrable experience of engaging and building relationships with leaders from businesses.	E	A/I
Demonstrable experience of leading the planning and delivery of programmes or projects with multiple stakeholders.	E	A/I
A strong track record of stakeholder engagement and management and of communicating with a variety of audiences.	E	A/I/P
A demonstrable understanding of school culture and the challenges faced by schools in delivering careers education, and the current careers education and corporate social responsibility landscapes.	E	A/I/P
Be able to articulate the value of embedding careers education to support school/college improvement and ensure effective transitions.	D	A/I



A demonstrable understanding of post-16 learning and careers support landscape including Apprenticeships and T Levels, Uni Connect partners.	<b>D</b>	<b>A/I</b>
An understanding of relevant local and national policy relating to skills and economic development and the issues and barriers to employment faced by young people.	<b>D</b>	<b>A/I/P</b>

<b>Skills and abilities</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Excellent communication skills with the ability to communicate effectively in both written and spoken English.	<b>E</b>	<b>A/I/P</b>
The ability to engage with a range of colleagues, stakeholders, and delivery partners.	<b>E</b>	<b>A/I</b>
The ability to work strategically as part of a team and use initiative.	<b>E</b>	<b>A/I</b>
Dynamic and a creative problem solver who can deliver new ways of working and adapt quickly to the needs of different stakeholders.	<b>E</b>	<b>A/I</b>
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.	<b>E</b>	<b>A/I</b>
Excellent organisational skills with the ability to prioritise workload, meet deadlines, multitask, and manage time effectively.	<b>E</b>	<b>A/I</b>
High level of ICT skills particularly with spreadsheets, databases, and word processing.	<b>E</b>	<b>A/I</b>
A commitment to and understanding equal opportunities	<b>E</b>	<b>A/I</b>
Skilled in influencing Senior leaders, employers and business communities to commit to and achieve shared objectives.	<b>D</b>	<b>A/I</b>
Be able to analyse data to identify gaps in provision and develop sustainable approaches to improvement.	<b>D</b>	<b>A/I</b>



Understanding how to integrate skills, economic and local policies to direct employer engagement within the communities of practice.	<b>D</b>	<b>A/I</b>
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<b>Personal Attributes</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Clear commitment to quality and attention to detail	<b>E</b>	<b>I</b>
Ability to work flexibly towards fixed deadlines outside normal working hours when necessary.	<b>D</b>	<b>A/I</b>

<b>Core Behavioural Competencies</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Empathetic and sensitive to others	<b>E</b>	<b>A/I</b>
Self-aware of own limitations and professional boundaries	<b>E</b>	<b>I</b>
Professional, confident and compassionate approach to the work.	<b>E</b>	<b>I</b>
Willingness to work and support young people	<b>E</b>	<b>I</b>

### Key to Assessment Methods:

<b>A – Application</b>	<b>P – Presentation</b>
<b>I – Interview</b>	