

ROLE DESCRIPTION

Job Title	Project Support Officer
Salary Band	SCP 24 – 26
Reporting to	Project Manager
Directorate	Investment and Delivery
Service Area and sub area	Business Growth
Team	Innovation Zone Programme
Political Restriction	No

1. Primary Purpose of the Post
To support the effective administration and monitoring of Liverpool City Region Innovation Zone Programme, working with public and private sector partners to drive forward delivery of the programme.
2. Your responsibilities
• Provide administrative support required for the successful delivery of the Liverpool City Region Innovation Zone (IZ) Programme. • Liaise with internal and external stakeholders to arrange meetings and events, such as delivery forums, working groups, steering groups and briefings. • Develop and maintain project management artefacts – undertaking good document control practices including tracking risks, issues, assumptions, dependencies, scope changes, actions and decisions, escalating as appropriate. • Work with Programme Managers, Project Managers and other key stakeholders to produce relevant programme documentation to ensure robust programme communications, including content for case studies, newsletter and websites. • Track stakeholder engagement activities and programme beneficiaries, taking ownership of management of the Combined Authority Customer Relationship Management (CRM) system. • Maintain the project risk register and the Sharepoint electronic document management system. • Take accurate actions and decisions from relevant meetings and ensure their timely progression. • Support the implementation of Programme activities required to gain agreement of business cases and future phases of funding. • Support the production of programme reports and briefing documentation including presentation materials, in line with required deadlines.



- 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.
- Work closely with Programme and Project Managers, and LCRCA finance and audit functions to ensure maintain a thorough understanding of the output and financial position of the Programme.
- Work with Delivery Assurance Unit colleagues to put in place and maintain proportionate project governance arrangements ensure the IZ programme is delivered in line with the Combined Authority Project Management Framework.

As this is a newly created role the postholder may be required to undertake other appropriate duties as deemed necessary.

3. General Corporate Responsibilities

Demonstrating the right culture and communicating effectively

- Continuously demonstrating the behaviours of LCR First, Respect and Action Focused
- Regular dialogue and positive business relationship building with internal and external colleagues
- Sharing knowledge and information with others.
- Building personal and departmental credibility
- Participating in work to continuously improve project delivery at the CA

4. Recruitment Plan

Competency Based Interview
Assessment



PERSON SPECIFICATION

Job Title: Project Support Officer

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Evidence and commitment to continuous personal and professional development.	E	A, I
Working towards or having achieved a project management qualification (APM, PRINCE2 certifications, MSP, PMBOK)	D	A

Experience and knowledge	E = Essential D = Desirable	Identified By
Track record of success in an administrative role, including budget management and reporting	E	A, I
Experience of taking accurate minutes and following up actions from relevant meetings	E	A
Experience of booking meetings and managing diary commitments	E	A

Skills and abilities	E = Essential D = Desirable	Identified By
Able to work under pressure in a fast-paced environment and capable of delivering to short timescales	E	A, I
Excellent communication and organisational roles, with an ability to meet tight timescales	E	A, I
Excellent IT skills with proven ability in all Microsoft Office products and familiarity with collaborative working IT solutions	E	A, I
Good verbal and written communication skills with attention to detail.	E	A, I
The ability to prioritise work against competing demands to meet deadlines.	E	A, I

Personal Attributes	E = Essential	Identified By
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	D = Desirable	
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.	E	A, I
Good interpersonal skills, including ability to adapt appropriately to deal with people at all levels.	E	A, I
Experience of operating effectively and collaboratively as part of a team and supporting colleagues from other departments.	E	A, I

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
A commitment to and understanding of equal Opportunities.	E	A, I

Key to Assessment Methods:

A - Application
I – Interview