

## **ROLE DESCRIPTION**

<b>Job Title</b>	Strategy Development Officer
<b>Salary Band</b>	Level 1 SCP 24 – 26 Level 2 SCP 27-32
<b>Reporting to</b>	Equality, Diversity and Inclusion Lead
<b>Directorate</b>	Resources
<b>Service Area and sub area</b>	Corporate Development
<b>Team</b>	Strategic Development and Inclusion Team
<b>Political Restriction</b>	None

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

This is an exciting opportunity to join the Strategic Development and Inclusion team whose focus is to deliver equality, diversity and inclusion and social value projects aimed at increasing understanding, improving access and driving culture change.

This includes developing and delivering initiatives aimed at increasing workforce diversity, improving social value understanding and enhancing accessibility of the organisation. The Team also provides expertise and advice on EDI and Social Value across the organisation.

The main focus of the Strategy Development Officer role is to support and coordinate the delivery of equality, diversity, inclusion and social value initiatives which foster an inclusive and accessible culture across the organisation.

Support the delivery and coordination of projects and initiatives, including project planning, stakeholder engagement, and schedule management. Provide support and advice on equality, diversity, inclusion and social value matters and support production of high-quality reports.

### **2. Your responsibilities**

The role will work collaboratively across the organisation to:

- Support the delivery of equality, diversity, inclusion and social value initiatives
- Support the coordination of project activities, including project planning, stakeholder engagement, and schedule management
- Collect and analyse information to inform decisions
- Provide informative and compassionate support and advice on equality, diversity, inclusion and social value matters.
- Support the delivery of organisational Strategies and Frameworks
- Provide all levels of support to move concepts and projects into delivery across Corporate Development including action tracking, coordinating activities across projects and administration support



- Be flexible in providing ad-hoc support as required
- Support development and delivery of internal Equality, Diversity and Inclusion and Social Value training opportunities.

### **3. General Corporate Responsibilities**

- Support the production of high quality reports and presentations for internal boards, stakeholder meetings and the Executive Leadership Team
- Embed best and innovative practices in delivery aligned with the Corporate Plan.
- Champion the Combined Authority's values and behaviours and ensure that they are reflected in service delivery.
- Work with colleagues to deliver the Combined Authority's commitment to equal opportunities and to actively promote non-discriminatory practices in all aspects of work undertaken.
- Participate in development and training opportunities and use all relevant learning to improve personal skills and effectiveness and efficiency of service delivery.

### **4. Recruitment Plan**

Competency based interview  
Assessment

## PERSON SPECIFICATION

**Job Title:** Strategy Development Officer

Criteria		
Qualifications and Training	Essential / Desirable	Identified By
Undergraduate degree or degree level apprenticeship in a related subject or relevant training and experience.	<b>D</b>	Application
Experience and Knowledge	Essential / Desirable	Identified By
Previous paid or voluntary work experience in which you managed your own time and workload, demonstrated initiative and delivered results.	<b>E</b>	Application/ Interview
Experience coordinating and supporting project delivery.	<b>E</b>	Application/ Interview
Knowledge of local Equality, Diversity and Inclusion and Social Value landscape.	<b>D</b>	Application/ Interview
Knowledge of enacting the Socioeconomic Duty	<b>D</b>	Application/ Interview
Demonstrable paid or voluntary experience delivering initiatives focused on promoting inclusion and improving organisational culture	<b>D</b>	Interview
Working effectively in a team as well as using own initiative.	<b>D</b>	Application/ Interview
Experience of supporting project and partnership work	<b>D</b>	Application/ Interview
Skills and Abilities	Essential / Desirable	Identified By
Ability to demonstrate the organisation's core values, including a commitment to Equality, Diversity, and Inclusion.	<b>E</b>	Application/ Interview
Ability to communicate ideas effectively and to present work clearly/to a high standard.	<b>E</b>	Application / Interview
Ability to gather and analyse information from a diverse range of sources and to generate and present clear reports.	<b>D</b>	Application/ Interview
Ability to manage multiple priorities and co-ordinate numerous tasks.	<b>D</b>	Application/ Interview
High personal motivation and willingness to go the extra mile for the team.	<b>D</b>	Application/ Interview



<b>Personal Attributes</b>	<b>Essential / Desirable</b>	<b>Identified By</b>
Commitment to and understanding of equal opportunities, diversity and inclusion.	<b>D</b>	Application/ Interview
An understanding of and a personal commitment to the Vision and Aims of Liverpool City Region Combined Authority.	<b>D</b>	Application/ Interview

<b>Core Behavioural Competencies</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Willingness to work flexibly, as and when required	<b>D</b>	Application & Interview
Conduct role with integrity and lead by example	<b>D</b>	
A proactive problem solver.	<b>D</b>	

**Key to Assessment Methods:**

KO – Knockout question	A - Application	P – Presentation	T - Test
FQ – Filter Question	I – Interview	E – Exercise	AC – Assessment