

ROLE DESCRIPTION

Job Title	Employee Engagement Coordinator
Salary Band	SCP 27 - 32
Reporting to	Learning and OD Manager
Directorate	Resources
Service Area and sub area	Corporate Development
Political Restriction	None

1. Primary Purpose of the Post

This post is responsible for developing, delivering and monitoring a range of engagement activities that strengthen engagement, inclusion, development, and belonging across the organisation.

The Employee Engagement Coordinator will plan, map and actively participate in a wide range of employee engagement activities.

Responsible for building relationships with stakeholders and professional leads and employee networks to promote employee engagement activities.

2. Your responsibilities

- Develop and implement creative and inclusive engagement activities to strengthen engagement, inclusion, development, and belonging across the organisation
- To identify and build partnership with a range of key stakeholder groups across the organisation to promote employee engagement activity.
- Support the implementation of best practice in employee engagement practices
- Work in partnership with key teams to support the development of employee engagement initiatives
- Review engagement activities to ensure the Combined Authority is enabling an inclusive and accessible experience
- Introduce innovative initiatives to strengthen engagement, inclusion and belonging across the organisation
- Use data and insights from engagement opportunities to inform decision making and measure success of engagement activity
- Responsible for compiling engagement data reports to monitor engagement activity and produce any trend analysis across directorates and service areas.
- Create a calendar of external stakeholder events, providing opportunities for collaboration with different organisations.
- To attend external events to generate engagement with stakeholders and promote LCRCA.
- Establish and maintain relationships with relevant stakeholders and organisations to enhance partnerships.
- Provide guidance and support to employee networks, providing insights into the Combined Authority and the engagement process



- Develop processes to build long term relationships with employee networks and exploring opportunities for future networks

3. General Corporate Responsibilities

- 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.
- Promote understanding of and adherence to the Combined Authority's core values by modelling appropriate behaviours and encouraging others to do likewise.
- Represent and promote the work of the LCRCA and the wider LCR, locally, regionally and nationally.
- Ensure the development, provision and analysis of high-quality management information and documentation that is timely, accurate and meaningful.
- Support the scrutiny process established by the LCRCA.
- Encourage a culture of continuous improvement to develop an outstanding service, where value for money and best value are delivered and innovation and enterprise flourish.
- Promote strong, direct and effective communication and involvement with all stakeholders.
- To actively champion and communicate a clear understanding of the LCRCA equality, diversity and inclusion commitments internally and externally.
- To adhere to LCRCA policy and procedure guidelines in all areas including Health and Safety
- To carry out such other duties as may be directed, commensurate with the grading of the post.

4. Recruitment Plan

Competency Based Interview
Assessment

PERSON SPECIFICATION

Job Title: Employee Engagement Coordinator

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Qualification in relevant subject area; Human resources, Business Administration, Marketing, communications or related field. OR Proven Equivalent experience	E	Application

Experience and knowledge	E = Essential D = Desirable	Identified By
Experience of developing and designing engagement activities	E	A, I
Experience of monitoring data and producing reports	E	A, I
Experience of developing maintaining positive professional stakeholder relationships	E	A, I
Experience of planning, promoting and supporting events (in person and virtual)	E	A, I
Experience of producing process, procedure and guidance documents	E	A, I
Knowledge of using evidence to help inform processes and procedures	E	A, I
A demonstrable commitment to the principles of diversity and inclusion and their practical application and integration into processes and procedures	E	A, I
Knowledge of GDPR related to engagement and data handling	D	A, I
Knowledge of preparing and producing podcasts, video guides or webinars	D	A, I

Skills and abilities	E = Essential D = Desirable	Identified By
Proven organisation skills with the ability to manage multiple deadlines	E	A, I



Excellent communication skills with the ability to understand communication style and techniques across different audiences.	E	A, I
Ability to think creatively and propose ideas to support the improvement and quality of engagement activities	E	A, I

Personal Attributes	E = Essential D = Desirable	Identified By
Self-motivated, results oriented and with a 'can do attitude'	E	A, I
Demonstrate evidence of continuous improvement both in terms of service provided and professional development	E	A, I
Demonstrable delivery of exceptional standards delivery	E	A,

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
An understanding of and personal commitment to the vision and aims of Liverpool City Region Combined Authority	E	A, I
Conduct role with integrity and lead by example	E	A, I
Willingness to work flexibly, as and when required	E	A,

Key to Assessment Methods:

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



**LIVERPOOL
CITY REGION**
COMBINED AUTHORITY

METROMAYOR
LIVERPOOL CITY REGION