

## ROLE DESCRIPTION

<b>Job Title</b>	Project Support Officer
<b>Salary Band</b>	24 -26
<b>Reporting to</b>	Programme Director – Race Equality Hub
<b>Directorate</b>	Investment and Delivery
<b>Service Area and sub area</b>	Race Equality Hub
<b>Team</b>	Race Equality Hub
<b>Political Restriction</b>	None

<b>1. Primary Purpose of the Post</b>
<p>The LCR Race Equality HUB supports the economic advancement of Black, Asian and Minority Ethnic community members in the LCR and is responsible for supporting the implementation of the LCR Anti Racism Strategy. This post is a key role in supporting the team who have lived experience as members of the Black, Asian and Minority Ethnic Community and a range of professional experiences in effective administration and monitoring of high-profile projects and programmes.</p>
<b>2. Your responsibilities</b>
<ul style="list-style-type: none"> <li>• Work with Project Managers and other key stakeholders to produce relevant documentation to ensure robust monitoring of the Race Equality Hub Programme.</li> <li>• Track stakeholder engagement activities and support key stakeholder engagement activities.</li> <li>• Maintain the Race Equality Hub Sharepoint electronic document management system.</li> <li>• Maintain and update the CRM System</li> <li>• Liaise with internal and external colleagues to arrange and provide secretariat functions - Board meetings, working groups, steering groups and briefings.</li> <li>• Take accurate actions and decisions from relevant meetings and ensure their timely progression.</li> <li>• Support the production of reports and briefing documentation including presentation materials.</li> </ul>



- 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.
- Managing elements of the project budget - working closely with Project Managers, LCRCA finance and audit functions to ensure effective financial transaction management.

**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 behaviour's 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.
- 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.

### **4. Recruitment Plan**

Competency Based Interview  
Assessment

## PERSON SPECIFICATION

**Job Title:** Project Support Officer, Race Equality Hub

<b>Criteria</b>		
<b>Qualifications and Training</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Working towards or having achieved a project management qualification (APM, PRINCE2, certifications, MSP, PMBOK) or any Agile Project Management certifications or qualifications	<b>D</b>	<b>A/I</b>
<b>Experience and knowledge</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Track record of success in an administrative role, including project and programme management support.	<b>E</b>	<b>A/I</b>
Experience of booking meeting, taking accurate minutes and following up actions from relevant meetings	<b>E</b>	<b>A/I</b>
Lived experience of the impact of racial discrimination on individuals and communities	<b>E</b>	<b>A/I</b>
<b>Skills and abilities</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Able to work under pressure in a fast-paced environment and capable of delivering to short timescales	<b>E</b>	<b>A/I</b>
Excellent IT skills with proven ability in all Microsoft Office products and familiarity with collaborative working IT solutions (e.g. SharePoint, Teams)	<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>
Good interpersonal skills, including an ability to adapt appropriately to deal with people at all levels.	<b>E</b>	<b>A/I</b>
Good verbal and written communication skills with attention to detail.	<b>E</b>	<b>A/I</b>
<b>Personal Attributes</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
A commitment to and experience of developing and delivering anti-racism interventions	<b>E</b>	<b>A/I</b>
<b>Core Behavioural Competencies</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Commitment to continuous personal and professional development.	<b>E</b>	<b>A/I</b>



**LIVERPOOL  
CITY REGION**  
COMBINED AUTHORITY

**METROMAYOR**  
LIVERPOOL CITY REGION

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

I – Interview	A - Application
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