

## ROLE DESCRIPTION

<b>Job Title</b>	Cluster Lead – Professional & Business Services
<b>Salary Band</b>	44-50
<b>Reporting to</b>	Simon Reid
<b>Directorate</b>	Investment & Delivery
<b>Service Area and sub area</b>	Business Growth
<b>Team</b>	Cluster Development
<b>Political Restriction</b>	No

<p><b>1. Primary Purpose of the Post</b></p> <p>To support the delivery of Professional and Business Services (PBS) cluster activity for the Liverpool City Region to accelerate and realise the significant economic growth and job creation potential of the sector.</p>
<p><b>2. Your responsibilities</b></p> <p>To support the delivery of Professional and Business Services (PBS) cluster activity for the Liverpool City Region to accelerate and realise the significant economic growth and job creation potential of the sector. To act in a convening /co-ordinating role to explore linkages across supply chains locally (as well as nationally and internationally), connect businesses to academic and research assets as well as further education and schools’ activity in the city region. Act as the “voice” of the cluster in terms of policy and awareness raising. Work to deliver cluster-based programmes (PBS Hub) in the sector as well as informing inward investment activities and refining competitive value propositions.</p> <p>Line Management Responsibility – None</p>
<p><b>3. General Corporate Responsibilities</b></p> <p>Contribute to the Business Growth Service Plan and the overall objectives of the Investment and Delivery Directorate, in particular the economic growth pillar of the Integrated Settlement.</p> <p>To deliver the objectives of the LCRA Corporate Plan and the delivery of the LCR Local Growth Plan.</p> <p>Contribute to growing the Professional and Business Services economy in line with the expectations set out by Government in the Modern Industrial Strategy, in particular the creation of the LCR “PBS Hub”.</p>
<p><b>4. Recruitment Plan</b></p>



**LIVERPOOL  
CITY REGION**  
COMBINED AUTHORITY

**METROMAYOR**  
LIVERPOOL CITY REGION

Competency Based Interview

## PERSON SPECIFICATION

**Job Title:** Cluster Lead – Professional & Business Services

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Educated to degree level or equivalent professional experience	E	A, I
Experience and knowledge	E = Essential D = Desirable	Identified By
A thorough understanding of the Professional Business Services (PBS) sector and its operating models	E	A, I
Experience of working with senior leaders in business and an understanding of how a business operates (profit and loss, cashflow and so on).	E	A, I
Excellent written and verbal communication skills	E	A, I
IT literate (in particular Microsoft products like Exel, Powerpoint and Word)	E	A, I
An understanding of the concept of “good growth”, an inclusive economy and equitable access to all in the business base	E	A, I
An understanding of the existing PBS ecosystem in the Liverpool City Region	D	A, I
Experience of working with a wide group of stakeholders including trade associations, universities, further education as well as national, regional and local government	D	A, I

Skills and abilities	E = Essential D = Desirable	Identified By
Influencing skills	E	A, I
Strategic thinking	E	A, I

Personal Attributes	E = Essential D = Desirable	Identified By
Task orientated	E	A, I
Attention to detail	E	A, I



<b>Core Behavioural Competencies</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Team player	<b>E</b>	<b>A, I</b>

**Key to Assessment Methods:**

KO – Knockout question
FQ – Filter Question