

ROLE DESCRIPTION

Job Title	Employer Skills Broker – Construction
Salary Band	SCP 27-32
Reporting to	Joe Keegan (Team Leader)
Directorate	Investment and Delivery Directorate
Service Area and sub area	Delivery – Employer Brokerage Service
Team	Employer Brokerage
Political Restriction	No

1. Primary Purpose of the Post
In order to meet demand within the sector and to support Growth ambitions, Liverpool City Region Combined Authority is looking to provide dedicated support to residents to access roles within the Construction sector, across the Liverpool City Region. Located within the Employer Brokerage Service, as part of our Investment & Delivery Directorate and working closely with CA Skills Brokers and Employment Officers, as well as external teams, the post holder will engage with Construction employers to identify opportunities for residents to gain employment, access work experience or enrol onto a vocational training programme. They will match residents to construction employers across the Liverpool City Region, ensuring alignment with other employment and skills programmes to maximise the impact of resources. Through focussed and coordinated activity, the programme will align with existing employer engagement teams' work and networks, maximising local relationships, avoiding duplication and maximising impact within each of our LAs to the benefit of residents and employers. This role sits within the Employer Brokerage Service, which has been designed to streamline and centralise skills advice and support across the Liverpool City Region in line with the Combined Authority's One Front Door approach. The team's work includes promoting apprenticeships, supporting individuals to understand and engage with apprenticeships and the wider skills offer and helping employers to reskill for future jobs and opportunities. The successful candidate will be able to see opportunities to add value and maximise the links between different policy topics as well as being customer focused. They will be confident working with employers, learners, education providers and compliance teams. Team members should be self-starting, collaborative and ambitious, offer fresh ideas, and who demonstrate a commitment to evidence-based policymaking and investment, and a determination to deliver for the people of the Liverpool City Region. This post is fixed term to March 2029.

2. Your responsibilities

The following is not a comprehensive list of all tasks, which may be required of the post holder:

- To engage with Construction employers across the Liverpool City Region in order to 'open up' opportunities for residents to move into construction related roles.
- To work closely with CA Employment Officers and Job Centre Plus teams in order to match residents to job roles in the Construction sector.
- To support CA Employment Officers in order to be able to place residents in construction roles on a voluntary or work experience basis and with learning providers in order to identify appropriate skills-related training programmes, which will assist residents to access construction jobs.
- To work with colleagues across the CA and wider LA teams in order to provide employers in the construction sector with opportunities to access skills funding, including Adult Skills Fund, Skills Bootcamps and Apprenticeships, as well as any other potential funding streams, including Youth Guarantee Trailblazer funding.
- To work alongside the wider Employer Brokerage team to deliver the aims and ambitions of the Combined Authority, ensuring compliance with funding body performance management arrangements
- To increase the number and range of employers who engage with and offer apprenticeships across the Liverpool City Region, supporting the delivery of programme growth
- To work with the Brokerage Manager to deliver a range of employer engagement activities aimed at raising the profile and awareness of apprenticeships across the City Region, including the delivery of presentations and information to employer networks on a one-to-many basis
- To directly target and support large employers across the City Region, through an account management approach, providing high-quality impartial information, advice and guidance on apprenticeships, wider skills and the apprenticeship levy
- To support individual construction sector employers to understand their current and future skills needs through the provision of bespoke organisational needs analysis; supporting the development of a training plan and facilitating skills solutions.

To interpret and use data and research to develop a sophisticated understanding of the challenges and opportunities the city region faces. To identify apprenticeship opportunities, enabling the Employer Brokerage Service to respond appropriately and grow the numbers, types and levels of apprenticeships across the City Region

3. General Corporate Responsibilities

- To promote and implement the Combined Authority's Equal Opportunities Policy in all aspects of employment and service delivery.



- To ensure all Combined Authority Standing Orders and Financial Procedure Rules are upheld, both personally and within the Directorate.
- To ensure (in collaboration with others) that continuous improvement, value for money and best value are delivered by all areas of the Combined Authority by challenging existing practices, setting targets for improvement and intervening as necessary.
- In collaboration with public, voluntary and private sector partners drive the Combined Authority's agenda for excellent customer service
- To have an awareness of and comply with the Combined Authority's policies and procedures
- To fulfil any other duties commensurate as reasonably directed
- To commit to continuous professional development as appropriate.

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
Presentation

Key words:

Terms candidates may search to find this job online

Construction, Skills Brokerage, Recruitment, Employer Engagement

PERSON SPECIFICATION

Job Title: Employer Skills Broker – Construction

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
1. Qualified to Level 3 or above (although professional experience and track-record of operating at an appropriate strategic level will be acceptable).	D	A/I
2. Evidence and commitment to continuous personal and professional development.	D	A/I

Experience and knowledge	E = Essential D = Desirable	Identified By
3. Excellent knowledge and understanding of apprenticeships and other education and skills programmes*.	E	A/I
4. A good understanding of the needs and issues facing Construction employers	E	A/I
5. Good working knowledge of local and national skills and employment provision	D	A/I
6. Experience of delivering employment and skills related advice, guidance and support programmes for employers.	E	A/I
7. Energy and ability to work accurately and deliver high standards of work to tight deadlines.	D	A/I

Skills and abilities	E = Essential D = Desirable	Identified By
8. Excellent interpersonal skills to be able to work well with colleagues and participants*.	D	A/I
9. Able to work on your own initiative and have effective time management skills.	D	A/I
10. Evidence of quality, time management and organisational skills	D	A/I



11. Ability to interpret data and make recommendations for action.	D	A/I
12. Being able to maintain accurate records and information.	D	A/I

Personal Attributes	E = Essential D = Desirable	Identified By
Self-motivated and able to manage own workload.	D	A/I

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
Ability to work well as part of a team	D	A/I
Able to work independently in order to deliver against targeted outcomes.	D	A/I

Key to Assessment Methods:

**Please specify for each criterion, column to be removed for external posting.*

A - Application
I - Interview
P - Presentation