

ROLE DESCRIPTION

Job Title	Graduate (Housing Delivery and Development Graduate)
Salary Band	SCP 20 – 23
Reporting to	Lead Officer – Housing Delivery/ Development
Directorate	Investment and Delivery
Service Area and sub area	Development
Team	Housing Delivery/ Development
Political Restriction	This role is not politically restricted

1. Primary Purpose of the Post
To support the coordination, development and delivery of housing initiatives, including maintaining accurate information, supporting engagement activity, and contributing to research and analysis that informs decision-making in partnership with the six constituent Local Authorities in the city region, Homes England, Registered Providers, Private Developers and other partners. This role is designed to provide structured development across the Housing/Development Teams, enabling the postholder to gain practical experience, professional skills, and a strong understanding of housing development and delivery within a wider economic regeneration context for the Liverpool City Region.
2. Your responsibilities
• Execute routine and occasionally complex tasks to support delivery of housing development programmes and project • Provide administrative and operational support across Housing teams • Collate and analyse quantitative and qualitative data, including desk-based research to support pipeline development and funding bids • Contribute to reports, briefings and business cases, ensuring outputs meet defined requirements. • Support engagement with Local Authorities, Registered Providers, developers and other stakeholders, ensuring effective coordination and communication • Assist in the planning and delivery of events, including stakeholder networks and engagement activity • Build and maintain strong working relationships to support collaboration and delivery • Maintain accurate records and systems (including CRM and programme data) to support stakeholder engagement and programme tracking • Ensure information is up to date and supports effective decision-making • Coordinate activities across teams and stakeholders to ensure deadlines and commitments are met • Communicate clearly and professionally with a range of internal and external stakeholders



- Identify opportunities to improve processes, systems and ways of working, including the use of digital tools
- Develop knowledge of housing policy, delivery and best practice, applying this to support team objectives

3. General Corporate Responsibilities

- To feed into updates for the Housing Delivery Board, other Combined Authority Boards, government and partners of progress against housing delivery targets.
- To support the Policy & Strategy team in promoting the work of the LCRCA and the wider LCR.
- In line with the respective role to ensure 'joined up' policy and practice across areas of the city region.
- To represent the LCRCA when working with partner organisations.
- To operate in a manner that places citizens first, adopts a can-do approach and focuses on communities and working locally.
- To work with public and other relevant bodies to support Liverpool City Region's communities through policy and delivery that addresses local concerns.
- To participate in all aspects of training and development as directed and to use all relevant learning opportunities, including mentoring, to improve personal skills so as to improve effectiveness and efficiency of service delivery.
- To ensure the Combined Authority's commitment to equal opportunities is demonstrated through promoting non-discriminatory practices in all aspects of work undertaken.

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

This post will be recruited via an assessment day which will include groups tasks and an individual interview.

PERSON SPECIFICATION

Job Title: Graduate

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Undergraduate degree or degree level apprenticeship.	E	A

Experience and knowledge	E = Essential D = Desirable	Identified By
Experience of supporting projects, research or engagement activity	D	A
Ability to gather, analyse and present information clearly	E	A/I
Experience of working with a range of stakeholders	D	A/I

Skills and abilities	E = Essential D = Desirable	Identified By
Understanding of housing, regeneration or public sector policy (or the ability to develop this knowledge)	E	A/I
Ability to plan and prioritise workloads, managing competing deadlines	E	A/I
Strong communication skills, with the ability to engage politely and professionally	E	A/I
Ability to use digital tools and systems to manage information and support analysis	D	A

Personal Attributes	E = Essential D = Desirable	Identified By
Motivated and willing to learn and develop in this role	E	A/I
Core Behavioural Competencies	E = Essential D = Desirable	Identified By
A personal commitment to the Visions and Aims of the Liverpool City Region Combined Authority	E	A/I
Commitment to equal opportunities	E	A/I



**LIVERPOOL
CITY REGION**
COMBINED AUTHORITY

METROMAYOR
LIVERPOOL CITY REGION

Key to Assessment Methods:

I – Interview	A - Application	P – Presentation
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