

ROLE DESCRIPTION

Job Title	Junior Project Manager
Salary Band	SCP 27-32
Reporting to	Project Manager/Programme Manager
Directorate	Resources
Service Area & sub area	Delivery & Assurance Unit (DAU)
Team	Delivery Services
Political Restriction	N/A

1. Primary Purpose of the Post
To support and lead the delivery of projects, ensuring agreed objectives, outcomes and benefits are achieved within approved time, cost and quality parameters while developing project management capability and experience.
2. Your responsibilities
The Liverpool City Region Combined Authority's Delivery Services team brings together project, programme, business analysis and change professionals who lead some of the most complex and transformational initiatives across our organisation and City Region. The team turns strategic priorities and ideas into well-designed and deliverable change, helping to modernise the organisation and make a positive difference for the 1.6 million residents of the Liverpool City Region. As one of our Junior Project Managers, you will play a key role in supporting and delivering projects across a variety of service areas and sectors. Working alongside experienced Project Managers and Programme Managers, you will develop your project management skills while taking responsibility for delivering smaller projects and supporting larger, more complex initiatives. Key Responsibilities 1. Lead a number of small projects or support the delivery of larger and more complex projects. 2. Support projects through all stages of the project lifecycle, from initiation through to delivery and closure. 3. Develop and maintain project documentation, plans, schedules and reporting information. 4. Build sufficient technical and sector-specific knowledge to support assigned projects. 5. Build collaborative relationships with Project Sponsors, Directors, stakeholders, local authority partners, suppliers and subject matter experts. 6. Support project governance activities in line with the Project Management Framework. 7. Monitor and maintain project risks, issues, assumptions, dependencies, actions and decisions, escalating where appropriate. 8. Support project budget monitoring and financial reporting activities. 9. Support procurement and supplier management activity where required.



10. Organise and support project meetings, workshops and stakeholder engagement activities.
11. Prepare reports, briefing papers, presentations and other project documentation.
12. Support the continuous improvement of project delivery methodologies, tools and standards across the organisation.
13. Contribute positively to the development of the Delivery Services team and project management profession.

3. General Corporate Responsibilities

- Champion the Liverpool City Region Combined Authority's values and behaviours, consistently demonstrating LCR First, Respect and Action Focused in all interactions.
- Act as an ambassador for the Combined Authority, building positive and productive relationships with colleagues, partners, suppliers and stakeholders.
- Contribute to the achievement of the Corporate Plan, Devolution priorities and wider organisational objectives.
- Promote a culture of continuous improvement, learning, collaboration and innovation across programmes, projects and service areas.
- Share knowledge, expertise and good practice to strengthen organisational capability and support the development of colleagues.
- Ensure equality, diversity and inclusion principles are embedded into all aspects of service delivery and decision-making.
- Support the achievement of corporate efficiency, modernisation and transformation objectives.
- Ensure compliance with all relevant legislation, policies, Standing Orders, Financial Regulations, governance arrangements and health and safety requirements.
- Undertake any other duties commensurate with the grade and purpose of the role.

4. Recruitment Plan

Assessment Centre
Competency Based Interview

PERSON SPECIFICATION

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Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Project management qualification (APM, PRINCE2, certifications, MSP, PMBOK, Agile)	D	A, I

Experience and knowledge	E = Essential D = Desirable	Identified By
Project and/or Programme experience, preferably supported by relevant qualifications.	E	A, P, I
Knowledge or experience of delivering transformation in one or more relevant areas, including organisational change, digital, transport, land and property, economic development, culture and tourism, or energy.	D	A, I
Knowledge/experience of local government decision making processes.	D	A, I

Skills and abilities	E = Essential D = Desirable	Identified By
Able to work under pressure in a fast-paced environment and capable of delivering to short timescales.	E	A, I
Excellent IT skills with proven ability in all Microsoft Office products and familiarity with collaborative working IT solutions is desirable (e.g. SharePoint).	E	A, I
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.	E	A, I
Good interpersonal skills, including an ability to adapt appropriately to deal with people at all levels.	E	A, I
Good verbal and written communication skills with attention to detail.	E	A, I

Personal Attributes	E = Essential D = Desirable	Identified By
Demonstrates a positive attitude towards learning and development, actively seeking opportunities to build knowledge, skills and experience.	E	A, I
Well organised and methodical, able to manage competing priorities, maintain accurate records and follow agreed processes.	E	A, AC, I
Works collaboratively with colleagues and stakeholders, contributing positively to team objectives and building productive working relationships.	E	A, I
Proactive and dependable, taking ownership of assigned tasks and following through on commitments.	E	A, AC, I
Demonstrates curiosity and a willingness to challenge constructively, identify improvements and contribute new ideas.	E	AC, I

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