

Job Description

Job Title	Physical Activity and Sport Business Support Officer
Directorate	Neighbourhoods and Housing
Service Area	Physical Activity and Sports Development
Grade	5
Competency Level	1
Salary	£30,060 - £34,314
Job Type	Hybrid
Location	Liverpool Citywide
Disclosure and barring service (DBS)	Not Applicable
Job Evaluation Ref No	A9647

Job Purpose

To support the work of the Physical Activity and Sport Development team in delivering services that align to the Liverpool Active City 2024-2034 strategy. To provide support and assistance with the development, management and delivery of projects and initiatives.

Directly Responsible For:

Not applicable

Directly Responsible To:

Physical Activity and Sport Development Co-ordinator

Main Areas of Responsibility:

- Support the Physical Activity and Sport Development Team, ensuring that the city delivers its strategic objectives in line with the Liverpool Active City Strategy 2024-2034
- Provide a project support function, including the development and maintenance of documentation for project governance and undertaking research to support the Physical Activity and Sport Development Team in their roles
- Manage and deliver small specific projects and initiatives
- Deliver community resilience projects, business resilience projects and coordinate resources both locally and internally
- Support funding initiatives and the delivery of programmes and reporting of successful bids
- Assist with the preparation and delivery of exercises that involve the City Council and other responder agencies
- Undertake a proactive and reactive analytical review of physical activity, including data analysis, process mapping, identification of areas for improvement, recommending and implementing of appropriate methods and systems
- Identify and document business, technical and process requirements

- Produce, monitor and co-ordinate various governance and reporting mechanisms (i.e. RAG reports, timetables, project plans, presentation material etc)
- Liaise, as required, with other agencies and organisations in relation to team activities
- Identify and agree, in collaboration with the Physical Activity and Sport Development Coordinator, key work priorities, and organise and prioritise personal work to achieve the agreed targets
- Undertake varied duties, often of a confidential and officially sensitive nature, which rely upon using initiative
- Ensure that work undertaken is responsive to the needs of the business and customers
- Promote the City Council's core values and continued improvement in service quality and efficiency
- Participate in all aspects of training and development as directed and use all relevant learning opportunities to improve personal skills so as to improve effectiveness and efficiency of service delivery
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken

Supervision and Management Responsibility:

- No supervisory or line manager responsibility

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Monitor financial performance and deliver within budget



- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate
- Explores different options for funding and income generation

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- This post is a combination of office work and field work. It will involve sitting for long periods of time and a requirement to travel to meet service needs

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at competency level 1.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Evidence of continuous professional development (A,I)

Desirable

- Training and qualifications in a related discipline

Experience

Essential

- Delivery of small specific projects and initiatives (A,I)
- Operating in multi-agency environments (A,I)
- Supporting qualitative programmes or projects (A,I)
- Preparing, reviewing and maintaining documents and plans (A,I)
- Good communication skills, both verbal and written (A,I)
- Knowledge and working understanding of community engagement (A,I)

Desirable

- Working within challenging environments
- Knowledge or experience of public consultation

Skills/Abilities

Essential

- Ability to prioritise workload to meet deadlines (A,I)
- Ability to plan, allocate and evaluate work programmes for self and others (A,I)
- Use of IT and software including MS Word and Excel to a reasonable standard (A,I)

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council