

## Job Description

<b>Job Title</b>	Refugee and Migration, Development Team Leader
<b>Directorate</b>	Neighbourhoods and Housing
<b>Service Area</b>	Housing
<b>Grade</b>	8
<b>Competency Level</b>	2
<b>Salary</b>	£44,711 - £49,764
<b>Job Type</b>	Hybrid
<b>Location</b>	Cunard Building
<b>Disclosure and barring service (DBS)</b>	Not applicable
<b>Job Evaluation Ref No</b>	

## Job Purpose

To co-ordinate the implementation of the Our Liverpool Plan 2024-2027. To support the development and monitoring of the 7 thematic subgroups and actions plans.

### Directly Responsible For:

Refugee and Migration Development Officers x 3

Refugee and Migration Business Support Apprentice x1



## Directly Responsible To:

Refugee and Migration Programme Manager

### CONTEXT:

This post will co-ordinate the implementation of the Our Liverpool Plan (2024-27), which exists to make Liverpool a welcoming city and Liverpool City Council a migrant-friendly organisation where people seeking sanctuary and vulnerable migrants are able to thrive from the day they arrive.

The plan's overarching aims are as follows:

1. People seeking sanctuary and vulnerable migrants can thrive in safe, welcoming and cohesive communities where they have the opportunity to contribute their skills to the economic development of the city and to benefit from it.
2. People seeking sanctuary and vulnerable migrants understand and are able to exercise their rights, responsibilities and entitlements.
3. People seeking sanctuary and vulnerable migrants are able to access well-coordinated services, which recognise and meet their rights and needs.
4. People seeking sanctuary and vulnerable migrants are able to collaborate with the Council to inform local policy and planning, and influence central government.

## Main Areas of 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

### 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:

- The job is hybrid office and home based, with some outreach and home visits. There are no additional physical demands above what is reasonably to be expected within these working environments

### 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 2.

[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

- GCSE English and Mathematics A to C / 4 to 9 or equivalent qualification or experience (A)

#### Desirable

- Educated to degree level or equivalent.  
Evidence of commitment to continuing professional development

### Experience

#### Essential

- Experience of managing and developing people (A/I)



- Experience of developing, delivering or commissioning refugee support programmes (A/I)
- Experience of developing and implementing partnership policy and strategic action (A/I)

### Desirable

- Experience of working with a wide range of agencies and organisations in the development of multi-stakeholder plans and action
- Preparation of reports and briefings for both technical and non-technical audiences
- Relevant experience in developing, commissioning and /or delivering training courses, seminars, conferences and events
- Experience of the effective monitoring/targeting of resources

## Skills/Abilities

### Essential

- Knowledge of legislation and policy context of refugee protection and other migration programmes (A/I)
- Ability to analyse and report upon information and data (A/I)
- Ability to think and act in an innovative and creative way (A/I)
- Develop and maintain networks with a wide range of stakeholders (A/I)

### Desirable

- Good written/oral communication skills, including organisational, negotiation and inter-personal skills
- Having an adaptable and flexible approach to work/working arrangements



- Ability to operate within tight timescales, financial constraints and a demanding working environment
- Ability to prepare and deliver presentations as required

## Commitment

### Essential

- An understanding of the needs and experiences of people seeking sanctuary and vulnerable migrants (A/I)

### Desirable

- Commitment to assisting the council to implement a range of options and initiatives to help prevent homelessness
- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- Flexible outlook and approach and the ability to adapt to changes as the service develops

## Other

### Desirable

- Able to travel across Liverpool City Region to attend meetings, networks, forums, outreach session and occasional home visits