Job Description

Job Title	HDRC Programme Officer
Directorate	Adult Social Care & Health
Service Area	Public Health
Grade	6
Competency Level	1
Salary	£36,581 - £41,177
Job Type	Hybrid – Fixed Term Dec 2028
Location	Cunard Building
Disclosure and barring service (DBS)	N/A
Job Evaluation Ref No	A9078

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Job Purpose

The Health Determinants Research Collaboration (HDRC) Liverpool will promote a culture of evidence-based decision making across the Council by growing research capacity and embedding a culture of always using evidence when making decisions. The HDRC Liverpool will be based in Liverpool City Council (LCC) and will work in collaboration with a wide range of internal and external local partners to improve health and tackle health inequalities.

The Programme Officer will provide flexible efficient and effective programme support for HDRC Liverpool. They will ensure the provision of comprehensive high-quality, wide ranging administration, financial tracking and programme support to HDRC Liverpool. As well as communication and engagement planning and support of the Programme and assisting in the weekly financial monitoring of all Programme spend.

Directly Responsible For:

Providing support across HDRC Liverpool business support programmes as designated by the Programme Manager.

Directly Responsible To:

Programme Manager

Main Areas of Responsibility:

- Ensure overall high quality, comprehensive, timely and efficient administrative and programme support.
- Provide business support to projects as assigned by the programme manager.
- Support specific projects and programmes within business support.

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- Support the coordination of the forward plan including timescales for reports, recording and ensuring audit requirements are met.
- Support the coordination of a wide range of events, including meetings, conferences, and other relevant events.
- Coordinate meetings, produce key actions and maintain action trackers within agreed timescales.
- Process purchase orders and other financial transactions for the team, maintaining accurate records of transactions.
- Maintain accurate records for the team including but not limited to correspondence, decision-making, declaration of interest.
- Contribute to the development and assurance of internal processes within the team.
- Maintain confidentiality and adhere to information governance requirements when dealing with information.
- Coordinate programme governance meetings and reporting cycles.
- Prepare and contribute to governance reports and documentation for boards and working groups.
- Ensure governance requirements are met and documented in accordance with programme standards.
- Develop, implement and maintain the Liverpool HDRC Communications and Engagement plan.
- Monitor and manage programme developments and documentation relating to communication and engagement objectives and initiatives. This includes design and implementing consistent programme branding in line with funder requirements.
- Write, edit and distribute programme news releases, including, but not limited to, quarterly newsletters and monthly bulletins. As well as managing a forward plan of external comms such as blogs.
- Maintain LCC intranet platform and engage in training required for this work

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- Contribute to the development of externally-facing comms resources for programme outputs, such as writing business plans and suggesting solutions through engagement with existing platforms.
- Work with internal and external suppliers of services, e.g. printers, caterers etc. to help with the engagement work of the HDRC team.
- Manage stakeholder relationships across internal and external partner organisations, ensuring effective communication, engagement and timely resolution of programme-related queries.
- Monitor and manage internal programme communications methods, such as HDRC email inbox, Teams channels and development of external honorary association contracts.
- Work closely with LCC ICT team to resolve any ICT and access issues with internal and external partners.
- Use initiative and work proactively in relation to managing your own workload ensuring prioritisation of work.
- Engage in and contribute to personal development activities and training.
- To carry out to a high standard any tasks reasonably required of the post holder.

Supervision and Management Responsibility:

- None

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.
- Maintain programme budget monitoring systems, analyse expenditure trends, support budget forecasting and identify financial risks and mitigation actions.

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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:

- None

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

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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 the following competency level **please insert competency level.**

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.

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Person Specification

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

Qualification and training

Essential

- 5 GCSE's/NVQ Level 3 or equivalent. (A)

Desirable

- Project qualification.

Experience

Essential

- Experience of producing work of a high standard and working to tight deadlines. (A/I)
- Experience of recording and producing accurate minutes. (A/I)
- Experience of supporting the coordination of meetings and events. (A/I)
- Experience of producing accurate action notes and maintaining relevant action trackers (A/I)
- Experience of preparing communications materials for multiple audiences. (A/I)
- Experience supporting projects through their lifecycle. (A/I)
- Experience working with multiple stakeholders across organisations. (A/I)
- Experience of monitoring budgets and financial information. (A/I)

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- Advanced experience using Microsoft 365 systems including Teams, SharePoint and Excel. (A/I)

Desirable

- Experience working at a local authority.
- Experience of working with SAP.
- Experience maintaining project documentation, action trackers, risk logs or governance records.

Skills/Abilities

Essential

- Excellent verbal and written communication and interpersonal skills. (A/I)
- Ability to maintain accurate electronic records
- Proficient in the use of Microsoft 365 including Word, Excel, Teams & SharePoint. (A/I)
- Good organisational skills and ability to use own initiative. (A/I)
- Ability to work effectively both alone and as part of a team, with minimum supervision. (A/I)
- Ability to coordinate governance processes. (A/I)
- Ability to identify and escalate risks and issues. (A/I)
- Strong stakeholder engagement and relationship management skills. (A/I)
- Ability to manage competing priorities and work independently. (A/I)
- Ability to produce reports, briefing papers and programme documentation as required. (A/I)

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Desirable

- The ability to liaise efficiently and effectively at all levels both within and outside of the city council.
- Ability to maintain and analyse programme information and performance data.

Commitment

Desirable

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

Other

Desirable

- A commitment to equal opportunities.

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