



## JOB DESCRIPTION

<b>DIRECTORATE:</b>	Regeneration and Employment
<b>DIVISION:</b>	Culture Liverpool – Liverpool Film Office
<b>JOB TITLE:</b>	Office Administrator
<b>GRADE:</b>	Grade 6
<b>SALARY RANGE:</b>	£27,358 - £31,401
<b>LOCATION:</b>	Cunard Building, Water Street, Liverpool L3
<b>PRIMARY PURPOSE OF THE JOB:</b>	To provide office and administrative support to the Liverpool Film Office team and LCR Local Authority Film Network
<b>DIRECTLY RESPONSIBLE TO:</b>	City Film Officer
<b>DIRECTLY RESPONSIBLE FOR:</b>	Administrative Assistant and Marketing Assistant

### MAIN AREAS OF RESPONSIBILITY:

- Oversee the Unit's office activities and operations providing administrative, research, financial and IT support to the Film Office team in a very busy open plan environment and to the new LCR Local Authority Film Network
- Manage the collation, monitoring and distribution of data relating to production activity across the Liverpool City Region, submitting timely reports for monitoring and evaluation purposes to a number of key stakeholders
- Account Manager and single point of contact (SPOC) of the Single Investment Fund 'Film Office Project' for the close monitoring, evaluation and reporting in accordance with the Projects Delivery Plan and the Monitoring & Evaluation Plan to ensure that the aims and objectives of the Project and the Project Outputs are being met, the Project Outputs are being reported on and that the terms of the Grant Funding Agreement is being adhered to

- Supervise the Unit's Administrative Assistant and Marketing Assistant
- Manage and regularly update the Unit's Production Services database (production tracking, locations, crew, facilities, services) and ensure compliance with data protection laws
- Ensure film permit process and procedures including on-line applications across LCR are being adhered to including the collation and revision of application forms, processing of payments, tracking income and any other requirements needed
- Implement and manage the Unit's Marketing and Communications Plan with targeted marketing and promotional below the line campaigns (e.g. advertising, direct mail, marketing, email marketing, internet) in addition to PR activity through proactive and reactive press releases to gain editorial space in press to a local national and international audience
- Manage the Liverpool Film Office website, social media channels and all brand collateral for marketing and promotional purposes across the LCR in addition to monitoring the success of the campaigns, producing reports, statistics, photographs, digital footage and case studies for promotional purposes
- Process invoices, raise purchase orders, manage on-line payments and monitor the Unit's expenditure and income providing regular financial reports to the City Film Officer
- Convene meetings and provide administrative support (room bookings, travel arrangements, car hire, minute taking etc.)
- Manage all general correspondence relating to the work of the Unit (including phone calls, e-mails, letters, surveys etc.)
- Attend and assist the Unit with exhibitions, trade shows, events and at other venues as required
- Undertake duties outside normal office hours when required

- Develop the City Council's commitment to equal opportunities and to promote 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 with Standing Orders and Financial Regulations of the

City Council and 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.

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.