

**Major Projects Officer (Security  
Infrastructure Project)**  
**RECRUITMENT PACK**

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# Major Projects Officer (Security Infrastructure Project)

<b>Directorate</b>	Strategy & Major Projects
<b>Department</b>	Major Projects
<b>Reporting To</b>	Lead Projects Coordinator
<b>Salary</b>	£34,360 per annum
<b>Contract</b>	Fixed term until 31 March 2028 (with potential for extension, subject to funding)
<b>Working Hours</b>	37 hours per week
<b>Probation Duration</b>	3 months
<b>DBS Check Required</b>	Basic
<b>Holiday Entitlement</b>	30 days plus public holidays
<b>Location</b>	Liverpool (Hybrid)
<b>Closing Date &amp; Time</b>	Thursday 18 June 2026 at 12:00 noon
<b>Interviews</b>	Tuesday 23 June 2026

## About the Role

Reporting to the Lead Projects Coordinator, you will support the Major Projects team in delivering a range of infrastructure improvement projects across the National Museums Liverpool estate.

You will primarily support the Security Infrastructure Project, which focuses on the upgrade and replacement of security systems and services across both public and non-public venues. You will work closely with project stakeholders to coordinate activities, monitor progress, and ensure works are delivered in line with project requirements and standards.

This is an exciting opportunity to contribute to the successful delivery of a major infrastructure programme, supporting the modernisation of critical systems across multiple sites.

## Key Responsibilities

### General project support

- Attend technical and design meetings with consultants and contractors, coordinating actions as required.
- Assist with programming onsite activities and maintaining communication between internal and external stakeholders.
- Arrange site access for contractors, surveyors and suppliers across National Museums Liverpool's estate.
- Chaperone contractors, surveyors and suppliers on site, briefing them as directed by the Lead Projects Coordinator.
- Manage the process for snagging and rectification of defects at the end of a project.
- Create and maintain project action logs, ensuring that tasks are allocated and completed.
- Review and update risk registers.

### **Consultant and contractor liaison**

- Maintain active communication with consultants and contractors, collating requests for information and ensuring actions are flagged and resolved with relevant internal team members.

### **Financial support**

- Raise purchase orders and maintain budget logs of committed expenditure.
- Assist the Lead Projects Coordinator in gathering financial information for status reports, funding applications and draw-down reports.

### **Information management**

- Maintain accurate records of all project-related information, ensuring it's stored correctly and providing information as required.

### **Procurement support**

- Work with the Procurement team to support the delivery of all Major Projects procurements, including accessing bid documentation and responding to queries.

### **You'll Be Expected To**

- Adhere to the standards expected of all public services as defined by the HM Treasury publication "Managing Public Money". Those standards are honesty, impartiality, accountability, openness, accuracy, reliability, transparency, objectivity, integrity and fairness.
- Assist in developing and implementing our commitment to Equality, Diversity & Inclusion and promote non-discriminatory practices in all aspects of work.
- Continue to grow your knowledge and skills through the undertaking of professional development, which is established with your manager through an annual performance development review.
- Fully understand and adhere to all of National Museums Liverpool's policies, procedures and guidelines in your day-to-day work, including Security, Health & Safety, Equality & Diversity and Safeguarding. You will also actively uphold the Museums Association Code of Ethics.
- Perform additional duties from time to time, as required.

### **People Management**

- No people management responsibilities.

### **Impact & Influence**

- Manage and issue information to and from external consultants and contractors within project deadlines.
- Maintain accurate records, ensuring files are stored correctly within the project file structure.

## Decision Making

- Make decisions on day-to-day activities, working within established guidelines and the scope of the role.

## Communication & Networking

- Act as a key point of contact for internal and external stakeholders, including senior external stakeholders and partners.
- Liaise with internal and external colleagues to organise meetings and events.
- Communicate with consultants and contractors to manage the issue and receipt of information, ensuring a clear two-way exchange.

## Resource Management

- Maintain and report on financial records.
- Arrange catering and travel within a fixed budget.
- Process payments, as required.

## Qualifications

- No formal qualifications required.

## Experience & Knowledge

- Experience working as part of a project team within a busy organisation.
- Experience managing the exchange of information.
- Experience of budget reporting and working with finance systems.
- Experience providing support to projects and/or activities with critical deadlines.
- Knowledge of construction, fit-out or exhibition installation processes.
- Knowledge of security-related systems and services.

## Skills

- Excellent organisational skills.
- Strong influencing skills.
- Ability to prioritise tasks in a busy environment.
- Excellent written and verbal communication skills.
- Confident working with numerical data.
- Ability to develop effective working relationships with internal and external stakeholders at all levels.
- Proficient in using Microsoft Office 365 applications, including Teams, Word, Outlook, Excel and PowerPoint.

## Behaviours & Competencies

- Trustworthy – reliable and delivers on commitments.
- Respectful – self-aware and considerate of others in actions and reactions.
- Inclusive – treats people fairly and with respect, regardless of background.
- Proactive – anticipates needs, identifies issues and works to resolve them.
- Collaborative – builds effective working relationships with colleagues at all levels.

- Flexible – adapts to changing priorities and working environments.
- Results-oriented – pays attention to detail and completes tasks thoroughly.

### **Additional Information**

- Location: Hybrid working – including the use of in-venue hot desking and meeting facilities in Liverpool City Centre and working from home.
- This role will support the delivery of contract works and as such will involve time on site across the National Museums Liverpool estate, as required by the project.

We work in line with the Disability Confident scheme and are committed to actively promoting and implementing equality of opportunity in all that we do. We value diversity and treat everyone fairly and equally. We ensure our recruitment process is inclusive and accessible, and we welcome applications from all backgrounds. We support our staff through unexpected life changes by providing an Employee Assistance Programme and reasonable adjustments that enable continued employment.

This job description is intended as a guide to the nature of the work required of the prospective employee. It is neither wholly comprehensive nor restrictive and therefore does not preclude change or development that may be required in the future.

## Employee Benefits

- Civil Service Pension Scheme
- 35% staff discount in all our Cafés
- 25% staff discount in all our Shops
- Employee Assistance Programme
- Employee Recognition Schemes (including a Good Deed Feed)
- Employee Benefits Portal: High Street discounts, retailer discounts, locally negotiated discounts, Cycle to Work Scheme, Travel Loan Scheme, Eyecare Scheme and Smart Pay Scheme
- Access to The Charity for Civil Servants
- Access to the Civil Service Sports Council (CSSC)
- Comprehensive training and development
- Recognition of two Trade Unions

## Staff Groups & Committees

- Equality Diversity & Inclusion (EDIG)
- Global Ethnic Majority (GEM)
- Disability & Mental Health
- Emeriti
- LGBTQ+
- THRIVE Engagement
- Ethics
- Environmental & Sustainability Taskforce

## How to Apply

If you're still interested in becoming part of National Museums Liverpool, then what are you waiting for? You can apply for this role through our online recruitment platform before the closing date.

Don't forget to provide an up-to-date CV along with a supporting statement completed within the application form that outlines why you're suitable for this role – highlighting relevant experience, knowledge and skills in response to the requirements set out in the recruitment pack above.

If you require an alternative method of application, or assistance with our online recruitment platform, please contact the People Team at [Recruitment@liverpoolmuseums.org.uk](mailto:Recruitment@liverpoolmuseums.org.uk).

Candidates who have concerns about the recruitment or selection process, including potential breaches of our policy or issues relating to fairness, accessibility, safeguarding or conduct, should raise these with the People Team in the first instance via the email address above. Concerns will be handled sensitively, reviewed promptly, and responded to in line with National Museums Liverpool's commitment to fair and transparent resourcing practices. Where appropriate, matters may be escalated in accordance with our wider governance and safeguarding procedures.

# Get to Know Us

Our people are at the heart of National Museums Liverpool, and each employee makes a difference every day. Together we create memorable experiences for everyone and challenge expectations.

We pride ourselves on being a place for everyone, where we can be our true selves in a supportive environment and do our best work. We are always aiming higher, aspiring to be more representative of the communities we serve. Through our people, we are building a culture that embeds trust, respect and inclusion, helping us to evolve as an organisation every day.

With seven extraordinary museums and galleries housing and caring for over 4 million objects of international importance, exciting exhibitions, exquisite events and imagination-inspiring learning, we are certainly never dull. We hold in trust and safeguard some of the world's greatest museum collections, which are universal in their range – covering everything from archaeology and ethnology to natural and physical sciences, fine and decorative arts, maritime, social and industrial history.

Whether you work in our shops and cafés, at our events, in our visitor experience, engagement, producing and communicating teams, or curating and caring for our collections, you can be sure of an interesting, engaging and encouraging environment in which to thrive and be proud.

You should find everything you need in this recruitment pack to help you decide whether you share our values and possess the right skills, experience and knowledge to be successful in this role. Don't forget to explore [liverpoolmuseums.org.uk](https://liverpoolmuseums.org.uk), where you'll find a whole host of other information that will help you discover more about who we are and what we do.

We look forward to receiving your application.

**Laura Pye**  
Director

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# Mission

To create memorable experiences, for everyone, challenging expectations.

# Vision

National Museums Liverpool is a group of very different and wide-ranging museums and galleries. Established more than 150 years ago as a complement and counterbalance to the museums in London, it was brought together in 1986 as a nationally funded group, as a symbol of hope and regeneration and because of the global importance of our collections.

We are seven exceptional museums and galleries, sharing important stories from ancient times to today through our more than four million objects.

As an organisation we are **Welcoming, Honest and Educational**, and as a team we are **Trustworthy, Respectful and Inclusive**.

By 2030, we want to be the best museum “league” in the world. A league recognised as the best of the best—like the Champions League, the NFL, or the Premiership—we want our museums and galleries to be places that everyone wants to see and that all stakeholders want to be associated with. In our buildings and online, we will have world-class displays and engagement programmes that make everyone feel welcome. “Off the pitch”, our world-class collections and colleagues will be supported to be their best and given great facilities. We will embrace the fact that each “team” in our league is unique, with its own fan base and individual stars. Collectively, we want to be a league that all museums will aspire to be part of and that is recognised externally as a leading example.

## In delivering this vision by 2030...

- we will have the most representative audience and colleague profiles within the museums sector in the UK.
- we will engage over ten million people each year: more than four million visitors to our museums and galleries and a further six million through digital engagement, touring exhibitions and outreach.

- we will be a place where people want to work, are happy to work and proud to work together.
- we will generate over £50,000 a day, more than half our turnover, through commercial business, grants and gifts.
- we will ensure that we provide great facilities to look after our valuable collections and colleagues, with accommodation fit for the next 30 years.
- we will encourage all schools in the Liverpool City Region to visit at least one of our museums and galleries each year.
- we will celebrate the unique identities and collections of our museums and galleries, play to their strengths and delight their different audiences.
- we will be recognised as a valued leader of cultural and economic growth for the city, the city region and the north of England, and as one of the world’s finest museum groups.

# Aims

To achieve our mission and vision we will focus on six strategic aims:

- Be more representative
- Be more self-sufficient
- Provide memorable experiences
- Partner and influence
- Engage and empower
- Be more sustainable

We recommend reading our Strategic Plan to find out more about our ambition.

## Useful Links

- [Our Story](#)
- [Our Venues](#)
- [Strategic Plan & Annual Performance](#)
- [Senior Staff](#)
- [Board of Trustees](#)
- [RESPECT Group](#)
- [Partnerships](#)
- [Reports & Policies](#)