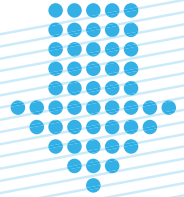




**LIVERPOOL
CITY REGION**
COMBINED AUTHORITY

METROMAYOR
LIVERPOOL CITY REGION

So you're thinking of a career in...



**Professional
and Business
Services**



European Union
European
Social Fund

**APPRENTICESHIP
SUPPORT**

BY BE MORE



What is the PBS sector all about?



The Professional and Business Services (PBS) sector is a major component of the UK economy and a key growth area for the Liverpool City Region. The sector consists of financial, real estate, legal and insurance activities. In addition, business support functions that include employment agencies, administration, security and rental form a key part of the sector. Within the City Region, there are particular specialisms such as wealth management (Liverpool City Region has the second largest wealth management industry in the UK), and also in business services to the maritime industry.



The Professional and Business Services sector is the second largest employer in the City Region, after health and care, and generates over one quarter 27.3% of economic output



Between 2009 and 2017 there was a **21.1** percent increase in employment, with over **19,000** jobs created by the sector



Will there be opportunities and where are they?

There has been a growth in new firms in the area of technical and environmental management consultancy - that is reflective of the strength of Low Carbon, and Maritime and Logistics in the City Region.

Given the changing relationships with Europe and other international markets, ensuring that businesses are competitive is crucially important. A ready supply of skilled people who have the core and technical competencies required by employers, and who are adaptable and able to respond positively to changing technology, markets and working conditions, will be essential.

Key personal qualities include decisive thinking, being able to influence people at all levels, and being to collaborate and work effectively with colleagues, stakeholders and customers or clients.

Prominent and local businesses in the sector include: ARUP; Rathbones; Barclays Wealth; MAM Funds; Investec; Shore Capital; Hill Dickinson; Keppie Massie; Mott McDonald; and KPMG.

QUICK FACTS



Growth of **54.6** percent in the number of enterprises between 2010 and 2018, representing an additional **3,700** firms in the City Region

The sector supports an est. **107,000** jobs across **12,000** companies across the City Region

By 2030 the sector is expected to generate an additional **£974** million in GVA and employment growth of **4,000** jobs





What types of jobs are available



Human resources administrative occupations

Job holders in this group provide administrative support for the human resources (HR) operations within organisations.

Annual Pay
£22,360

Hours/Week
38h



Call and contact centre occupations

Workers in this group receive and respond to telephone calls from potential clients and existing customers regarding the products and services offered by an organisation.

Annual Pay
£20,800

Hours/Week
39h



IT operations technicians

IT operations technicians are responsible for the day-to-day running of IT systems and networks including the preparation of back-up systems, and for performing regular checks to ensure the smooth functioning of such systems.

Annual Pay
£34,320

Hours/Week
38h



Legal associate professionals

Legal associate professionals provide administrative support for legal professionals, and investigate and make recommendations on legal matters that do not fall within the province of a normal court of law.

Annual Pay
£33,800

Hours/Week
38h



Insurance underwriters

Insurance underwriters identify and measure the risks associated with an activity, determine whether this risk is insurable and issue insurance policies which provide financial compensation in the event of loss.

Annual Pay
£43,680

Hours/Week
37h

To search for further roles and salaries visit www.lmiforall.org.uk/widget



Legal secretaries

Legal secretaries file and maintain legal and other records, transcribe notes and dictation into typewritten form and perform other routine clerical tasks in legal practices.

Annual Pay
£24,440

Hours/Week
37h



Chartered and certified accountants

Job holders in this group provide accounting and auditing services, advise clients on financial matters, collect and analyse financial information and perform other accounting duties required by management for the planning and control of an establishment's income and expenditure.

Annual Pay
£44,720

Hours/Week
38h



Finance and investment analysts and advisers

Job holders in this group advise customers, who may be individuals, companies or specialist groups, on the purchase of investments, insurance, mortgages, pensions and other financial services and products.

Annual Pay
£43,680

Hours/Week
37h



Financial managers and directors

Financial managers and directors plan, organise, direct and co-ordinate financial information and advise on company financial policy.

Annual Pay
£75,920

Hours/Week
38h



Barristers and judges

Job holders in this group prepare and conduct court cases on behalf of clients, preside over judicial proceedings, and pronounce judgements within a variety of court settings and tribunals.

Annual Pay
£56,160

Hours/Week
37h

All hours and salaries are averages taken from www.lmiforall.org.uk/widget

What types of jobs are available?





How to get into the sector



Useful core subjects include:

- Maths
- English
- Science
- ICT/Digital
- Citizenship
- Design and Technology
- Modern foreign languages
- Accountancy
- Law

Important skills to have:

- Accuracy and attention to detail
- English and maths
- Project management
- Report writing
- ICT/Digital
- Critical and Analytical thinking
- Teamwork
- Problem solving
- Communication and Influencing Skills
- Resilience and Motivation



To search for further roles and salaries visit www.imiforall.org.uk/widget

With more than **100,000 students**, of which **30,000 graduate** each year, Liverpool City Region offers you direct access to some of the world's best resources;

Apprenticeships and Traineeships	<p>Apprenticeships combine a job with practical training and study.</p> <p>Apprentices:</p> <ul style="list-style-type: none">• Work alongside experienced staff• Gain job-specific skills• Earn a wage and are entitled to holiday pay• Get time off the job for study related to your role (usually one-day a week) <p>If you are a young person aged 16 to 24 and would like to secure an apprenticeship but don't yet have the appropriate skills or experience then choosing a Traineeship as an option may help you acquire the entry requirements needed.</p> <p>Further information available at: https://be-more.info</p>
Training Providers	<ul style="list-style-type: none">• School Sixth Forms• FE Colleges including VI Form Colleges• Independent Training Providers• Adult and Community Learning Providers• University Technical Colleges (UTCs)• Studio Schools
Universities and Higher Education Institutions	<ul style="list-style-type: none">• University of Liverpool• Liverpool John Moores University• Liverpool Hope University• Edge Hill University





Find out more...



Jobs and Salary Information
www.lmiforall.org.uk



Professional Liverpool
www.professionalliverpool.com



CIPD
www.cipd.co.uk



Financial Skills Partnership
www.financialskillspartnership.org.uk

