

Considering a
Career in

BE MORE

Professional & Business Services

**Providing expert advice
to people and businesses**



Professional & Business Services

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What is

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Professional & Business Services?

The professional and business services sector drives innovation and efficiency across every industry, helping organisations operate smarter, faster, and more sustainably.



The sector enhances how businesses perform by combining creative thinking and entrepreneurial spirit with specialist knowledge and skills.

From shaping the future of marketing and business innovation to helping individuals through consulting and legal solutions, professional and business services are at the heart of economic growth.

Countless industries are founded on professional & business services, from law firms to financial advisors and banks. This career could see you hiring new recruits for different careers, helping corporations grow, implementing digital technologies in the workplace, or even starting your own business.

Whether you're guiding businesses through challenges as a consultant, devising policies for government departments, or helping people with legal issues, a career in professional and business services is a career in helping people and companies to grow.

Stats & Facts

Did you know?

Sector has grown

57%

in the last 5 years.

Business & professional services in Liverpool City Region:

- 17,000+ professional and business services students in the area.
- Approximately 93,000 people work in the sector in Liverpool City Region.
- 12,000 professional and business services companies in the area.
- Most affordable office space in the UK's 9 major cities.

Professional & business services in action in the Liverpool City Region

- The Upper Central development will potentially create 7,000 new jobs before 2035 by using £1.8 billion in international investments to provide space for businesses and professional services.
- Hill Dickinson LLP is an international, full-service law firm founded locally in 1810 that now represents an array of businesses in the North West.
- An extra £62m in investment will be used to increase the number of businesses based in the Baltic Triangle, which is already home to 500 companies.
- Aspiring entrepreneurs in Liverpool City Region have received a boost from a free service offered by the Business & IP Centre, supporting more than 1000 new businesses.
- There are many high-profile firms and companies in the financial sector with bases in the Liverpool City Region, including BDO Accountancy, Zempler Bank, and Very Group Financial Services.



Professional & business services

Good to know

What is the difference between a business and a professional service?

A business service, such as human resources or administrative work, focusses on all aspects of a business's success. Professional services, such as law and consultancy firms, are more specialised and focus on sharing expert advice, knowledge, and skills with clients.

What role do entrepreneurs play in professional & business services?

Entrepreneurs come up with new business ventures, including products and services, or think of ways to improve existing ones. They drive growth, creating exciting opportunities through innovative ideas.



Professional & Business Services

/definition/

A wide range of industries and roles that improve businesses, either as a department in an organisation or by providing specialist advice and knowledge to different clients.

What are the Career Pathways & Job Roles?

Professional & business services career pathways

In an entry-level job such as a print technician or business administrator, you'll help organisations with in their day-to-day operations, building your understanding of what makes business successful.

A mid-level role could see you designing a marketing campaign to promote a new product as a marketing executive. With time, you could train to develop specialist skills and become a business analyst or take on responsibilities progressing to roles like junior management consultant.

Experienced individuals who have developed leadership and analytical skills or specialisms can progress into higher-level roles, such as digital and technology solutions professional or service designer.



12,000

professional and business
services companies in the area.



Professional & Business Services

Job Roles

There are hundreds of different job roles in professional & business services. Here's just a sample:

Position	Role & tasks	Salary
Admin assistant	Performs administrative tasks in an office, taking calls, writing emails, or filing documents using databases and systems. Maintain computer records and type up letters, reports, and documents for businesses.	Up to £28,000
Market research executive	Presents data and trends about products and goods to clients. Designs and implement surveys and questionnaires to conduct research into consumers and their likes and dislikes. Uses this information to advise clients on how to use the research to make beneficial decisions.	Up to £36,000
Charity fundraiser	Raises money for charities and non-profit organisations, from door-to-door interactions to online appeals campaigns. Creates promotional and marketing materials for social media platforms to advertise fundraising events and causes. Analyses previous campaigns to see what worked well and what could be improved.	Up to £36,000
Public relations officer	Networks and builds good relationships with media and other PR officers to promote clients. Attends business events with clients, including photoshoots and press launches. Confidently writes public statements and press releases for clients, understanding how the public may respond to them.	Up to £40,000
Business adviser	Consults with businesses to grow profits and streamline processes. Improves businesses by giving advice and training suggestions, including running workshops and interactive seminars. Tailors approach to client needs, flexibly making plans with individual businesses in mind.	Up to £45,000



Earn up to
£70,000
per year

Position	Role & tasks	Salary
Diplomatic Service officer	Works in the UK and abroad in an official capacity. Stays up-to-date with international politics and financial news. Helps UK citizens abroad if they have issues while travelling or working overseas.	Up to £47,000
Corporate responsibility and sustainability practitioner	Works with clients to make businesses more ethical and their business practices more sustainable. Uses knowledge of latest policies and procedures to advise clients on the best way to run their business, persuading senior partners and departments to make changes. Communicates verbally and in written reports, backing up your opinions with factual research.	Up to £50,000
Legal executive	Specialises in an area of law, advising clients on legal issues and problems, giving clear explanations of details. Researches legal information and previous cases with databases and files. Fills in detailed paperwork and drafts important legal documents and contracts.	Up to £60,000
Investment analysis	Looks at past financial performance and data to find new business and investment opportunities. Works within legal and financial regulations. Writes reports and presents them to senior financial decision-makers.	Up to £65,000
Sales manager	Communicates with clients and suppliers to sell products and services. Manages own performance and trains new and existing employees. Uses market research to identify new business opportunities and chances to meet new clients.	Up to £70,000



Getting into Professional & Business Services

At entry-level

You can train for an entry-level role with a college course leading to a certificate, diploma, or T-level in business and administration or digital business services. If you want to develop skills on the job, you can do a level 2 or 3 apprenticeship, such as recruiter or HR support.

At mid-level

For mid-level technical or specialised positions, you could complete a higher technical qualification (HTQ) such as coaching professional, or a foundation degree or degree apprenticeship in business, all of which train you in areas like finance, management, and customer service.

At senior level

More complex roles, such as management consultants, solicitors, or senior financial advisors, typically require a university degree in a relevant specialism such as law or economics, or a degree apprenticeship, such as accounting finance manager. At this level, training provides more theoretical and detailed knowledge of your chosen field.

Subjects to study at school & beyond

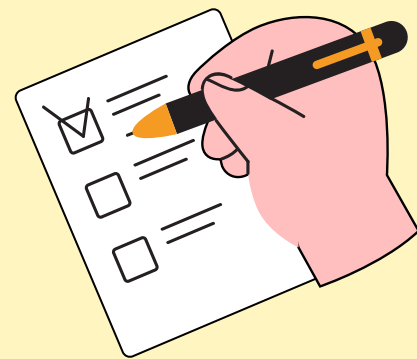
- Business
- Economics
- English
- ICT
- Law
- Maths

Core skills and knowledge to build

- Analytical thinking
- Attention to detail
- Communication
- Creativity
- IT skills
- Problem-solving
- Project management
- Teamwork
- Thinking outside the box

Test Your Knowledge

(Answers on back page)



Q1. What is a business & professional service?

- A.** A physical labour role
- B.** Something only used by financial firms
- C.** A role that improves businesses or provides expert knowledge.
- D.** The name for a company's legal department only

Q2. Which of the following are professional & business services? (Choose as many as you wish)

- Management
- Administration
- Manual labour
- Human Resources (HR)

Q3. The professional & business services sector has grown less than 45% in the last 5 years. True or false?

Q4. Approximately how many Liverpool City Region residents work in business & professional services?

Q5. Which of these companies is a locally founded law firm with an international reputation?

- A.** The Growth Company
- B.** BDO Accountancy
- C.** Zempler Bank
- D.** Hill Dickinson LLP

Q6. Which of the following industries could a career in professional & business services find you in? (Tick as many as you wish)

- Law
- Marketing
- Finance
- Consultancy

Q7. Give an example of an apprenticeship or training course that could prepare someone for a role in professional and business services.

Q8. What are the skills necessary to succeed in professional & business services? Name three.

Q9. What role does a public relations officer play in professional & business services?

- A.** Researches and advises on legal issues
- B.** Advertises and sells products
- C.** Collects and analyses financial data
- D.** Promotes and improves client's image

Q10. There are more than ____ thousand people studying business & professional service-related subjects in the area.

Quiz Answers

- Q1.** C
Q2. Management, administration, human resources
Q3. False – it's 57%
Q4. Approximately 93,000
Q5. D
Q6. All of the above
Q7. Level 2 or 3 apprenticeship, such as recruiter or HR support, or a foundation degree in business
Q8. Analytical thinking, attention to detail, communication (or any other from the brochure content)
Q9. D
Q10. 18