

## Kent County Council

### Job Description: *Sustainable Business Project Support Officer*

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<b>Directorate:</b>	<b>Growth, Environment and Transport</b>
<b>Unit/Section:</b>	<b>Sustainable Business &amp; Communities</b>
<b>Grade:</b>	<b>KR6</b>
<b>Responsible to:</b>	<b>Sustainable Business Programme Manager</b>

#### **Purpose of the Job:**

Following the successful funding bid of the Low Carbon Across the South and East (LoCASE) project, the Sustainable Business Team at Kent County Council are recruiting for a Sustainable Business Project Support Officer that will be responsible for business development and day-to-day operation of the project.

The LoCASE programme works with SMEs across multiple Local Enterprise Partnership (LEP) areas to provide assistance and guidance for SMEs wanting to optimise the use of resources and adopt eco-innovative and low carbon solutions in ways that improve business performance in terms of resilience, profitability and competitiveness, at the same time creating jobs and contributing to the protection of the environment. It does this by bringing together 3 key requirements for the growth of a low carbon economy - "Stimulating Demand", "Supporting Supply" and "Innovation".

The Sustainable Business Team is part-funded by the European Structural Investment Funds (ESIF) and ERDF Interreg programmes. The successful postholder, based within the Accountable Body at Kent County Council, will drive forward a recently secured £16.2m ERDF project on Supporting the Shift to a Low Carbon Economy. We are looking for competent individuals who have a track record of supporting all aspects of project development including finance and claims, monitoring and reporting of performance and outputs as well as procurement and the drive to facilitate delivery of high value to multiple LEP areas while developing a sustainable proposition during the project's current life-span up to Autumn 2023.

#### **Main duties and responsibilities:**

- Provide a high level of administrative, technical and project support, particularly to the Sustainable Business Programme Manager, co-ordinating issues or projects as required, making recommendations for changes and improvement.
- Act as the main point of contact for individuals and businesses interested in the projects, answering simple and more complex calls and emails.
- Co-ordinate environmental workshops for businesses by contacting potential attendees, managing attendance lists, booking facilities, preparing resources, researching information and undertake the delivery of training at the workshops as required.
- Collate data in preparation for external audits by KCC and funding bodies.
- Assist with and progress projects for the Sustainable Business Programme as directed by the Programme Manager including supporting the Low Carbon Kent network and promoting businesses on the network.

- Maintain, monitor and develop project tracking systems and processes, both computerised and manual, and use the project records and research to create automated environmental reports, tailored to individual businesses.
- Assist the Project Officer in the processing, maintenance and monitoring of financial records relating to expenditure and income (e.g. invoices, expenses and timesheets) to ensure that financial information and procedures are accurate, up to date and conform to both KCC and the funders' procedures.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

# Kent County Council

## Person Specification: *Sustainable Business Project Support Officer*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	NVQ level 3 or equivalent
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Experience of supporting small projects</li><li>• Experience of working in a business support capacity</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Strong organisation and administrative skills</li><li>• An ability to work using own initiative and without close supervision</li><li>• Excellent skills in Word, Excel, Powerpoint and other Microsoft packages</li><li>• Excellent interpersonal, communication and organisational skills when dealing with all levels of staff, customers, and internal and external contacts</li><li>• Ability to meet strict deadline and targets</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Good knowledge of a wide range of business and project administrative processes and procedures</li><li>• Good understanding of customer care</li><li>• Knowledge of the Microsoft Office software packages</li><li>• Interest in environmental sustainability and awareness of energy and water saving products, technology and services available to businesses and domestic users, and an interest in learning more.</li></ul>
<b>BEHAVIOURS AND KENT VALUES</b>	<b>Kent Values:</b> <ul style="list-style-type: none"><li>• We are brave. We do the right thing, we accept and offer challenge</li><li>• We are curious to innovate and improve</li><li>• We are compassionate, understanding and respectful to all</li><li>• We are strong together by sharing knowledge</li><li>• We are all responsible for the difference we make</li></ul>