

Kent County Council

Job Description: *Data Co-ordinator and Communications Officer*

Directorate:	Growth, Environment and Transport
Unit/Section:	Strategic Planning and Infrastructure
Grade:	KR10
Responsible to:	Strategic Planning Manager

Purpose of the Job:

The Post Holder will support and help co-ordinate the development of the Infrastructure Mapping Platform (IMP), a digital tool consolidating and publishing key local infrastructure data to help coordinate the planning and delivery of 'good' growth across the County.

By liaising with data providers and end users, the Post Holder will:

- A. Ensure that all data and information required by the platform is received in a timely manner and kept up-to-date.
- B. To make sure all end users' needs are being met.
- C. Co-ordinate all communication for the project with internal and external stakeholders.

Main duties and responsibilities:

- Coordination of data, feedback, and information collation for the Infrastructure Mapping Platform (IMP). This includes feedback processes to support the iterative development of the IMP.
- Communicating and promoting the use of the IMP to relevant internal KCC services, partner organisations such as District/Borough Councils and other external bodies.
- Assisting in the development of the IMP with a focus on digital communications.
- Delivering the IMP communication strategy effectively by adapting the tone and voice to suit the particular audience of the different online media channels and within KCC policies and guidelines.
- Monitoring and maintaining the update schedule for the IMP to ensure that the work is tracked and monitored and the team and partners are kept up to date.
- Engaging with IMP users and producing relevant guidance notes or communication articles, ensuring it is accessible to all and meets Plain English standards.
- Engaging with data providers to produce and secure relevant data sharing agreements and managing these agreements accordingly.
- Assisting with other policy, guidance or coordination tasks as required by the Strategic Planning and Infrastructure Service

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

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Person Specification: Data Co-ordinator and Communications Officer

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.

	CRITERIA
QUALIFICATIONS	Degree or equivalent in a business, digital, communications or planning-based field. A PRINCE2 or APM would also be accepted. Clear commitment to further personal and professional development
EXPERIENCE	Proven experience working in project management roles. Experience in a role coordinating multiple client or customer groups Experience in developing relationships across all levels of an organisation
SKILLS AND ABILITIES	Strong communication skills and ability to translate data-heavy language to audiences across multiple organisations and levels. Good time management and flexibility to adapt in a fast changing and demanding environment. Excellent written and presentation skills, especially in digital communications.
KNOWLEDGE	Understanding of Agile principles or equivalent project management techniques. Broad knowledge of the planning system and how it applies to Local Government organisations. General understanding of business intelligence software packages (such as PowerBI) and data terms common in applications such as databases, spreadsheets and GIS.
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile Curious - constantly learning and evolving Compassionate and Inclusive - compassionate, understanding and respectful to all Working Together - building and delivering for the best interests of Kent Empowering - Our people take accountability for their decisions and actions Externally Focused - Residents, families and communities</p>

	at the heart of decision making
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