

Kent County Council

Job Description: *Governance and Stakeholder Liaison Officer*

Directorate:	Growth, Environment and Transport
Unit/Section:	HTW – Highways Operations - Streetworks
Location:	Flexible
Grade:	KR8
Responsible to:	Compliance & Performance Manager

Purpose of the Job:

Support the Compliance and street works managers in the robust control and timely and accurate agreement and submission of accounts and invoicing within the Street Works team with particular emphasis on collection and governance of the Kent Lane Rental Scheme (KLRS)

Assist with budget monitoring and control and ensure adherence to account regulations.

To provide a high level of customer care and continuous improvement for KCC Highways and Transportation

Main duties and responsibilities:

- Provide professional financial support, analysis, advice and information to the Compliance & Street Works Managers and the Street Works Team.
- Collate and analyse the monthly revenue/income in order to support the governance of the KLRS and the sound management of budgets for KCC
- primarily responsible for controlling and monitoring the surplus revenues from the KLRS and the associated governance.
- Responsibility to record and monitor the accounts related to the surplus revenue; including current balance; projected income and monies allocated.
- Produce annual reports on the governance of the KLRS.
- Manage and maintain financial related systems e.g., i-Proc & Oracle, to ensure accurate reporting of financial matters.
- Ensure expenditure and income is processed, and accounts submitted and verified with external stakeholders within the stated timescales to maximise income, utilising correct budget codes, to meet KCC corporate standards.
- Ensure regular communication with the KLRS Governance Committee and provide support with both account and administration functions, including minute taking.

- Ensure regular communication with relevant staff and managers to obtain financial information and work completed data, in order to monitor budgets and provide financial reports.
- Ensure that spending is controlled, and income is maximised, and anomalies and potential outturn variations are reported to the Compliance Manager so that appropriate action can be taken.
- Provide technical and financial advice to Street Works staff and accountable managers

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.

Kent County Council

Person Specification: *Governance and Stakeholder Liaison 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 <i>(or equivalent)</i>	<ul style="list-style-type: none">• Good general education to GCSE (Grade C or above) or equivalent level, including Math's and English.
EXPERIENCE	<ul style="list-style-type: none">• Local government or highways environment with a legislative background and familiar with highway legislation.• Experience of Mayrise, Street Manager or similar NRSWA software.• Experience of accounting systems (e.g. Oracle).• Experience of administration and minute taking for high level stakeholder committees.• Ability to carry out presentations to internal & external stakeholders
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Computer literate (use of MS office and other typical general office packages).• knowledge of Mayrise or similar NRSWA software and accounting systems such as Oracle, together with a proven ability to use, interpret and communicate accounting data. Excellent attention to detail.• Good skills in managing information and communicating with others.• Minute taking and diary management
KNOWLEDGE	<ul style="list-style-type: none">• Knowledge of invoicing and payment processes.
COMPETENCIES and BEHAVIOURS	Truth and Judgment. People and Partnerships. Outcomes and Delivery. Able to work with minimum of supervision. Well organised, self-disciplined, positive outlook with a "can do" approach, innovative and a team player. Be adaptable to meet the growing needs of the organisation and job.

**KENT VALUES AND
CULTURAL ATTRIBUTES**

Kent Values:

- 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

Our values enable us to build a culture that is:

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 at the heart of decision making