

Kent County Council

Job Description: *Staff Officer to Corporate Director CYPE*

Directorate: Children's Young People and Education

Unit/Section: Corporate Directors Office, CYPE

Grade: KR12

Responsible to: Corporate Director CYPE

Purpose of the Job:

To provide a comprehensive, co-ordinated and efficient executive and business support service to the Corporate Director and Directors to enable them to carry out their management responsibilities, as well as the Directorate's priorities and strategies, its governance and its corporate management functions as effectively as possible.

To contribute, advise and assist the Corporate Director, DMT and the CYPE Cabinet Members as appropriate in forming a view, agreeing action and deciding the Directorate's priorities and strategic policy direction over the medium term.

To ensure information is effectively communicated, finding viable solutions, and providing accurate interpretation on complex issues as they emerge.

Main duties and responsibilities:

1. Ensure the Corporate Director is fully briefed within appropriate timescales on all matters of importance and key decisions, presenting detailed research, which is informative, accurate and timely, linking in when appropriate to the relevant CYPE Business Partners in the Council.
2. Support the Corporate Director in their role as a member of CYPE and County wide groups and boards to ensure appropriate informed decisions can be made and follow up actions undertaken.
3. Manage and co-ordinate the Directorate Management Team meetings, and extended DMT Meetings, participating as a full member. To ensure that the Management Team focus on key CYPE priorities including performance management, business planning, risk management, governance and environmental impacts on a regular basis to meet corporate requirements.
4. Develop and manage external relationships for and on behalf of the Corporate Director including any involvement with professional organisations to ensure two-way effective communication and best practice is delivered. To ensure that the KELSI website is maintained and managed effectively to ensure effective communication with key CYPE stakeholders.
5. To ensure that actions from CYPE Cabinet Committee, Corporate Board and Corporate Parenting Panel are effectively managed and communicated and that the Corporate Director is kept fully briefed on key issues.
6. Manage the Corporate Director's Executive and Business support Team.

7. Ensure that the Corporate Director's post is effectively managed so that they receive appropriate information and correspondence is diverted to the relevant Directors for response and follow up through drafting replies to letters / e-mails and interpreting, prioritising and feeding-back information promptly on all matters of importance including Member and MP enquiries.
8. Manage, research and provide briefings and presentations for the Corporate Director to support key visits, meetings, conferences, staff briefings, headteacher briefings and any other ad hoc event as required by the Corporate Director or his DMT.
9. Represent and or support the Corporate Director at internal and external meetings as required to ensure appropriate input to achieve outcomes, agreements and actions.
10. Manage the interface between the Corporate Director's Office, Members, appropriate national and local statutory agencies and other senior KCC officers to ensure that accurate and up-to-date information is disseminated in order to support the decision making process. Maintain a close working relationship and links with the Cabinet Member's Staff Officer and PA and the Leader's Staff Officer and PA.

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Person Specification: *Staff Officer to Corporate Director CYPE*

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>(if essential)</i>	<ul style="list-style-type: none">• Educated to degree-level or equivalent in a relevant subject, or equivalent by experience
EXPERIENCE	<ul style="list-style-type: none">• Proven experience of providing excellent executive support to senior managers• Experience working in an environment with multiple stakeholders, with potentially conflicting agendas• Experience of developing work planning and performance frameworks in a multi-disciplinary and partnership environment• Experience of working in a political environment, skills in understanding and responding to different perspectives and taking a cross organisational perspective
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Proven skills in production of agendas and Minutes and progress chasing at senior levels in a complex organisation• Ability to interpret policy and legislation in the development of strategic proposals• Skills of persuasion/negotiation/diplomacy• Understanding of transformational change in a complex organisational environment• High level written and oral communication skills• Excellent project management and research skills working in a highly political and strategic environment
KNOWLEDGE	<ul style="list-style-type: none">• Thorough knowledge and understanding of corporate governance arrangements and agenda• Thorough knowledge of national and local public policy
BEHAVIOURS AND KENT VALUES	Kent Values: <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

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

Corporate Responsibilities

All corporate directors, directors and senior managers have an explicit responsibility to deliver the collective agenda of the Council. These are fundamental elements of their role not an addition and are summarised as follows:

Whole Council

- Seek to improve the lives of residents in Kent
- Act as corporate parent to the Council's looked after children
- Take an active role in promoting and ensuring the Council's responsibilities for safeguarding are met
- Understand, communicate and contribute to the delivery of KCC's strategic aims
- Meet statutory obligations
- Advise elected members and support the democratic process
- Promote the Council brand and enhance the overall reputation of the Council
- Understand and monitor the measures of performance, including customer insight, which define successful outcomes for KCC services.

Integration of Services

- Focus resources where they have the biggest impact
- Deliver services that are flexible and adaptable
- Integrate services within KCC and work with partner agencies to ensure a seamless customer experience
- Fully and inclusively engage all staff in the delivery of services, demonstrating the Council's leadership values and competencies.

Embedding Commissioning and Engaging relevant markets

- Establish an outcome focused organisation
- Meet the financial regulations and standing orders of KCC
- Challenge the status quo
- Ensure all services are delivered with appropriate reference to the market
- Proactively and continuously seek to improve service delivery
- Proactively manage risk to avoid inertia whilst not exposing the Council to needless and avoidable challenge or loss
- Overcome professional and service silos to achieve the County Council's objectives.

Managing Change

- Understand and support the Authority's overall change agenda
- Deliver required outcomes of service specific change on time and to budget
- Understand the quality of staff, support their development, nurture those with talent
- Identify the skills for the future and the level of staff through robust workforce planning
- Deliver to agreed budget and income targets.