

Kent County Council

Job Description: *LGR Programme Support Officer*

Directorate:	Chief Executive's Department
Unit/Section:	Strategy, Policy, and Corporate Assurance
Grade:	KSE
Responsible to:	Senior LGR Policy Manager

Purpose of the Job:

The Local Government Reorganisation (LGR) Programme is responsible for supporting the development and delivery of reorganisation proposals and transition arrangements across Kent, working with local authorities, government departments, partners and stakeholders.

The LGR Programme Support Officer provides high-quality programme and governance support to the LGR Programme Team. The role supports the coordination of programme workstreams, governance meetings, stakeholder engagement activities and programme reporting.

This is an exciting opportunity to join the team at a critical time and be involved in work that will determine the future of local government at a time of historic change.

Main duties and responsibilities:

- Provide day-to-day support to the Local Government Reorganisation (LGR) Programme, coordinating activities, milestones and deliverables to agreed timescales.
- Support programme governance arrangements, including organising working groups, workstreams, stakeholder meetings and member briefings.
- Prepare agendas, reports, presentations, briefing notes and meeting papers to support programme governance and decision-making.
- Record and maintain accurate meeting notes, actions and decisions, monitoring progress and following up on agreed actions.
- Support maintaining programme documentation, including plans, risk and issue logs, decision records and stakeholder information.
- Support programme reporting by gathering information from workstreams and producing updates, dashboards and briefings for senior officers and elected members.
- Undertake research, analysis and information gathering to support programme development, transition planning and strategic recommendations.
- Build and maintain effective working relationships with officers, elected members, local authority partners, government departments and other stakeholders involved in programme delivery.

- Support stakeholder engagement and communications activity, including coordinating events, consultations and programme updates.
- Provide high-quality administrative and business support, including organising meetings and events, managing shared mailboxes, maintaining records and coordinating correspondence.
- This job description is a guide to the level and range of responsibilities expected of the postholder and may be amended to reflect changing organisational priorities. Additional duties may be required from time to time, commensurate with the grade of the post.

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: *LGR Programme Support Officer (KSE)*

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	• Educated to Level 2 (e.g. GCSE) or equivalent and/or proven ability to deliver the requirements on the post. • A-Level or Degree in Politics or related subject, or some experience in a Governmental or related role (desirable).
EXPERIENCE	• Experience of working with senior politicians and officers. • Experience of drafting reports and correspondence. • Experience in supporting projects. • Experience in organising meetings and events. • Experience in processing payments and invoices (desirable).
SKILLS AND ABILITIES	• Excellent interpersonal skills. • Literacy, numeracy and IT skills - ability to produce a range of documents and reports using Microsoft Office, databases and case management systems. • Ability to organise and prioritise workload to achieve deadlines. • Ability to undertake research and present that research. • Coordination skills when arranging meetings and appointments. • Ability to take accurate records of meetings and take a proactive approach to tracking action points.
KNOWLEDGE	• Understanding of IT applications and working knowledge of Microsoft Office applications. • Understanding and interest in national and local politics • Knowledge of how to work with senior officers and politicians • Awareness of policies and procedures in relation to safeguarding, data protection, health and safety and equalities.

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
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