

Kent County Council

Job Description: Staff Officer

Directorate:	Strategic and Corporate Services
Unit/Section:	Governance, Law and Democracy
Grade:	KR11
Responsible to:	Staff Officer to the Leader

Purpose of the Job:

To provide, on a non-party political basis, a comprehensive, co-ordinated and efficient support service to the Cabinet Members to enable them to perform their responsibilities as effectively as possible.

Main duties and responsibilities:

1. To act as the principal interface for the Cabinet Members' office, maintaining good communication and an effective flow of information with the Leader, other Cabinet Members , and KCC officers.
2. Maintain a network of internal and external contacts relevant to the Cabinet Members' portfolio and assist in building strong working relationships in support of the Cabinet Member's duties.
3. Manage the Cabinet Members' office by organising, prioritising and ensuring delivery of day-to-day tasks associated with the Cabinet Member's duties, working closely with their Business Support Officer..
4. Undertake assignments on behalf of the Cabinet Member, including managing specific projects, undertaking research and representing the Cabinet Members at high level meetings where appropriate.
4. To act as a confidential sounding board and advisor for the Cabinet Members in support the delivery of their duties, by interpreting and prioritising information, and briefing the Cabinet Members effectively.
5. Draft correspondence, articles, speeches and presentations on behalf of the Cabinet Member as required in support of their duties.
6. Attend meetings with or on behalf of the Cabinet Member as required - preparing agenda, taking notes/minutes and ensuring actions are followed up when necessary.
7. Liaise with additional stakeholders such as MPs, district councils, the general public and constituents as appropriate – dealing with enquiries and complaints where necessary.
8. Support the effective delivery of the constitution by ensuring all agreed committee decisions are dealt with promptly and efficiently.
9. Working on an informal shift system, managing the Cabinet Members workloads and ensuring that the office is manned from 8.30-5.30 p.m. Additional hours may be required during busy times, therefore a flexible approach is essential.

10. Such other duties appropriate to the grade of the post and may be assigned from time to time by the Cabinet Members and line manager.

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.

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Person Specification: Staff 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	Qualified to degree level (or equivalent experience)
EXPERIENCE	<ul style="list-style-type: none">• Experience of working in a member led environment, or for a senior Director• Experience of providing a high level of customer service to a range of stakeholders
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Excellent communication, organisational and time management skills• High level of motivation and initiative – proactive and able to work independently• A team player• A flexible attitude to hours and workload necessary• Ability to turnaround work quickly• High degree of tact and sensitivity• Strong political awareness
KNOWLEDGE	<ul style="list-style-type: none">• An understanding of local government including the local and national context as well as knowledge of the structure and priorities of the Council• Knowledge of the Council's governance including decision making processes• Confidence in using technology and proficiency in the Microsoft Office package.• Knowledge of the Children, Young People and Education directorate

<p>BEHAVIOURS AND KENT VALUES</p> <p>If</p>	<p>Kent Values: All <u>value and behaviours</u> of the organisation are relevant to this post, particularly:</p> <p>Open:</p> <ul style="list-style-type: none"> • Act with integrity, honesty, and transparency • Work as a whole council • Treat people fairly and with respect <p>Invite Contribution and Challenge</p> <ul style="list-style-type: none"> • Work collaboratively to find new solutions • Put the interests and wellbeing of customers first <p>Accountable</p> <ul style="list-style-type: none"> • Take personal and professional responsibility for your actions and performance • Deliver at pace • Focused on outcomes <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
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