

## Kent County Council

### Job Description: *Environmental Projects Technical Manager – Adaptation*

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<b>Directorate:</b>	<b>Growth, Environment and Transport</b>
<b>Unit/Section:</b>	<b>Environment, Planning &amp; Enforcement/Sustainable Business and Communities</b>
<b>Grade:</b>	<b>KR10</b>
<b>Responsible to:</b>	<b>Adaptation Programme Manager</b>

#### **Purpose of the Job:**

The Kent Environment Strategy brings together partners across sectors to support economic growth while protecting and enhancing Kent's natural and historic environment and supporting communities to be vibrant, healthy and resilient. It is underpinned by an implementation plan that includes numerous projects and initiatives.

The purpose of this role is to provide expert-level input into the Adaptation Programme to support and drive effective and efficient day-to-day delivery of key schemes of the Kent Environment Strategy including the Severe Weather Impacts Monitoring System (SWIMS) and other externally funded projects and initiatives, such as STAR2Cs, H2OSource2Sea and C5a.

#### **Main duties and responsibilities:**

1. Ensure effective and efficient implementation of projects that are delivered on time, on budget and as described in project application/funding agreement/initiation documents.
2. Identify sectors, stakeholders and areas likely to be severely impacted from climate change, particularly water-related risks, in the county and adaptation solutions through analysis of data including environmental indicators, socio-economic figures, land-use and OS information, and the climate projections (UKCP18).
3. Gather, analyse and report on data and information to provide expert advice, guidance and assistance to key sectors and stakeholders in the delivery of the adaptation programme. Maintain an up to date knowledge of climate change related research and best practice.
4. Directly liaise and work with priority sectors and key stakeholders (including internal and external partners) to design, develop and deliver tools, techniques, training and guidance documents to build adaption capacity and reduce risk to climate change for a variety of forums. Manage to ensure consistency of practice across the county and the South East.
5. Oversee the technical implementation of local pilot activity including consultant and stakeholder management.
6. Deliver project and programme communication, engagement and partnership building activities, including strategic planning and facilitation of meetings, workshops and events.

7. Manage local project budgets. Meet all procurement and reporting requirements from the funders and Kent County Council.
8. Contribute to the development of and maintain a compliance and administration system to ensure external funding programmes commitments are met.

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.

## Kent County Council

### Person Specification: *Environmental Projects Technical Manager – Adaptation*

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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
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Graduate level qualifications in an environmental discipline or equivalent knowledge/professional experience.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Proven experience in project and budget management</li><li>• Proven experience in communication and engagement with varying stakeholders and extensive partnership working</li><li>• Proven experience in interpretation and analysis of complex information</li><li>• Understanding of risk management processes and prioritization</li><li>• Can apply experience to solve complex problems</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• High order interpersonal skills to deal with stakeholders, partners and other senior professional staff, including staff in partner agencies.</li><li>• Excellent communication skills of all types applied to a wide variety of needs and audiences.</li><li>• Motivated and the ability to get jobs done.</li><li>• Excellent organisational skills and ability to prioritise and work independently.</li><li>• Ability to work accurately under pressure of deadlines.</li><li>• Must work well in a team.</li><li>• Applicant must be able to take instructions as well as lead on projects.</li><li>• Strong ICT skills (Word, Excel, Outlook, PowerPoint)</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Excellent knowledge of risk management, climate change and adaption.</li><li>• Excellent knowledge of effective engagement and communication techniques</li><li>• Excellent knowledge of adaptation</li><li>• Excellent knowledge of local authority responsibility</li></ul>
<b>BEHAVIOURS AND KENT VALUES</b>	<p><b>Kent Values:</b></p> <p><b>Openness</b></p> <ul style="list-style-type: none"><li>• Act with integrity, honesty and transparency</li><li>• Welcome and expect change and evolving technology</li><li>• Work in new ways</li><li>• Be willing to learn</li></ul>

	<ul style="list-style-type: none"> <li>• Work as a whole council</li> <li>• Treat people fairly and with respect</li> </ul> <p><b>Invite Contribution and Challenge</b></p> <ul style="list-style-type: none"> <li>• Work collaboratively to find new solutions</li> <li>• Innovate</li> <li>• Put the interests and wellbeing of customers first</li> </ul> <p><b>Be open to challenge</b></p> <ul style="list-style-type: none"> <li>• Actively encourage and expect contribution</li> <li>Accountability</li> <li>• Do more for yourself</li> <li>• Take personal and professional responsibility for your actions and performance</li> <li>• Deliver at pace</li> <li>• Look for ways to save money</li> <li>• Look for commercial opportunities</li> <li>• Focused on outcomes</li> </ul>
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