

# Kent County Council

## Job Description: *Adaptation Pathways Project Manager*

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<b>Directorate:</b>	<b>Growth, Environment and Transport</b>
<b>Unit/Section:</b>	<b>Environment and Circular Economy</b>
<b>Grade:</b>	<b>KSH</b>
<b>Responsible to:</b>	<b>Energy &amp; Adaptation Manager</b>

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

Kent County Council is participating in the Pathways2Resilience programme; a programme led by Climate KIC that aims to empower more than 100 regions and communities across Europe to co-design visions of a resilient future.

The Adaptation Pathways Project Manager will lead Kent County Council's participation in the programme, ensuring that adaptation pathways planning is undertaken across Kent, with a particular focus on water-related issues and in partnership with relevant stakeholders across the county. The role will oversee the development of 3 of the 4 key deliverables of Kent's project: a resilience strategy, a pathways action plan, and an adaptation investment plan. The role will also be responsible for all project management activities, including stakeholder engagement, risk and issue management, and project reporting; participating in all relevant capacity building activities, including in-person events; as well as acting as the primary liaison between Kent County Council and the Pathways2Resilience consortium.

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

- **Programme Delivery:** Oversee the implementation of the Pathways2Resilience Regional Resilience Journey, ensuring completion of key deliverables (Adaptation Strategy, Adaptation Pathways Action Plan, Adaptation Investment Plan) by August 2027.
- **Stakeholder Engagement:** Coordinate engagement with water companies, regulators (Environment Agency, Ofwat), local authorities, and community stakeholders to co-design adaptation pathways.
- **Project Management:** Develop and maintain project plans, risk registers, and reporting schedules in line with Pathways2Resilience requirements.
- **Capacity Building:** Participate in and coordinate Kent County Council's involvement in Pathways2Resilience capacity-building activities, including online lessons, Innovation Practice Groups, and peer mentoring programmes.
- **Policy and Innovation:** Identify opportunities for innovative water management solutions and integrate these into adaptation pathways.

- Representation: Act as Kent County Council's primary point of contact with the Pathways2Resilience consortium and represent the Council at relevant meetings.

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: *Adaptation Pathways Project Manager*

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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Educated to a degree-level or equivalent in a relevant environmental field.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Extensive experience in developing strategies and action plans, ideally within an externally funded or multi-stakeholder context.</li><li>• Strong, proven track record of partnership working across public, private, and community sectors.</li><li>• Experience of presenting reports to, and participating in meetings with, Senior Officers and elected Members.</li><li>• Experience of budget management, financial monitoring, and project reporting in an externally funded context.</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Excellent project management and organisational skills.</li><li>• Strong written and spoken communication skills, including stakeholder engagement and co-creation processes.</li><li>• Excellent facilitation, presentation, and negotiation skills.</li><li>• An ability to build relationships across organisational and professional boundaries and to work collaboratively with varied stakeholders.</li><li>• An ability to manage complex projects with multiple deliverables and deadlines.</li><li>• An ability to work independently and as an effective team member.</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Extensive knowledge of the principles of climate adaptation, adaptation pathway planning, and adaptation finance.</li><li>• Knowledge of national legislation, guidelines, and regulations relating to water resource management.</li><li>• A good understanding of the implications of water use on the environment and the roles and responsibilities of key partners and local government in the management of water.</li><li>• Awareness of Data Protection and GDPR issues.</li></ul>

<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks  <b>Curious</b> - constantly learning and evolving  <b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all  <b>Working Together</b> - building and delivering for the best interests of Kent  <b>Empowering</b> - our people take accountability for their decisions and actions  <b>Externally Focused</b> - residents, families and communities at the heart of decision making</p>
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