

Kent County Council

Job Description: Behaviour Change Project Officer

Directorate:	Growth, Environment and Transport
Unit/Section:	Environment and Circular Economy
Grade:	KSG
Responsible to:	Engagement and Communications Manager

Purpose of the Job:

The Behaviour Change Project Officer will support delivery of behaviour change and communications projects aiming to boost recycling, reuse and waste prevention across Kent. This role involves coordinating, monitoring and planning various projects and working with our Kent-wide partners, colleagues, suppliers and residents to achieve better outcomes together.

Main duties and responsibilities:

1. Manage shorter-term projects from planning and execution, to monitoring and evaluation to ensure efficient and effective project delivery
2. Collaborate with all stakeholders proactively and positively in order to identify and overcome challenges together.
3. Coordinate procurement and suppliers, resolving problems, to ensure that materials and services are delivered to meet project deadlines.
4. Monitor and manage project budgets, ensuring cost-effective use of resources with projects being delivered affordably.
5. Coordinate, monitor and evaluate the performance of communications and evidence impact and value for money.
6. Develop specialist, technical and relevant knowledge to brief and advise staff at all levels, including senior managers and on occasion Members, concerning project progress, giving presentations and providing written reports as required, to ensure that they are fully informed at each stage of the project.
7. Undertake research and analysis to meet project objectives including the collation and presentation of data and evidence. Monitor and evaluate the progress of projects against the plan, evaluating progress and identifying improvements and efficiencies.
8. Prepare material for meetings and presentations, keeping track of agreed actions by all stakeholders and co-ordinating responses to ensure that the project progresses within agreed timescales. Update, modify and retrieve project data, prepare a variety of reports, cross check data and develop new systems to provide accurate and reliable information.

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: Behaviour Change Project 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	<ul style="list-style-type: none"> Educated to NVQ level 4 or equivalent experience in a relevant field
EXPERIENCE	<ul style="list-style-type: none"> Experience of working in teams with a range of partners and stakeholders Experience managing small and medium projects. Experience of working in a political environment A proven track record in planning and delivering project activity
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Ability to analyse and research information to inform project decision making Aptitude for learning and understanding technical information Ability to plan and prioritise workload to meet deadlines and to work with minimum direction. Excellent communication and interpersonal skills and ability to build effective working relationships with internal and external stakeholders. Excellent written skills and an eye for detail are essential Commitment to equalities and promotion of diversity in all aspects of work
KNOWLEDGE	<ul style="list-style-type: none"> Good knowledge and understanding of project management principles, techniques and best practice Good knowledge and understanding of administrative and computer systems and report writing Good understanding of data gathering, handling and presentation (for example structuring data in a meaningful way) Knowledge of wider challenges and opportunities faced by the public sector and KCC in the environment, sustainability or waste field
BEHAVIOURS	<ul style="list-style-type: none"> 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 <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile.</p> <p>Curious - constantly learning and evolving.</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all.</p>

	<p>Working Together - building and delivering for the best interests of Kent.</p> <p>Empowering - Our people take accountability for their decisions and actions.</p> <p>Externally Focused - Residents, families and communities at the heart of decision making.</p>
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