

Kent County Council

Job Description: *Governance Law and Democracy Officer*

DIRECTORATE: Chief Executive's Department

DIVISION: Governance, Law & Democracy

RESPONSIBLE TO: Principal GLD Delivery Officer

GRADE: KR8

Purpose of the Job:

To work within the Operational Delivery Team which is responsible for developing, managing, and delivering a range of complex projects and outcomes to transform the delivery of Governance, Law & Democracy's statutory duties and processes relating to democracy, data, and law.

Working with teams to a consistently high level across the division on exciting transformation projects, the role will gain a knowledge and understanding of all aspects of the Council's data, democracy & law responsibilities. In addition, the post holder will support core Governance Law and Democracy activities, such as the upcoming KCC election.

The role will include the ability to undertake a suitable qualification via an apprenticeship.

Governance Law and Democracy Officer Main Role and Responsibilities:

- Provide support to, and lead, transformation projects to improve the efficiency of services and processes within the division.
- Manage project workstreams, prioritise tasks and own workload effectively to prioritise tasks to ensure deadlines are met.
- Be committed to developing knowledge of project management and continuous improvement processes to solve complex problems.
- Assist with the development of new systems, procedures and technologies to ensure transformation can be implemented effectively within the agreed timeframe, and budget (where applicable), considering division & directorate

business plans and objectives, in order to ensure adequate service provision within given resources.

- Interpret and analyse the effects of legislation, technology and policy development considering how this will affect initiatives, projects and activities across the division and any action which may need to be undertaken as a result in the short term.
- Horizon scan and contribute ideas to innovation initiatives, projects, and activities across the division to influence and enable the division to continually improve and redesign the way it delivers services at pace.
- Build strong, collaborative and professional relationships with team members, colleagues and networks within KCC to improve communication and partnership working to ensure that personal and professional development is gained.

KCC's Main Roles and Responsibilities:

- To communicate a clear vision of what a Governance Law and Democracy Officer should achieve, and to provide the support and guidance necessary to achieve this.
- To identify appropriate opportunities and projects to meet the organisational needs and the personal development needs of the Governance Law and Democracy Officer.
- To provide a structured training plan to develop Governance Law and Democracy Officer's career, help to identify appropriate professional membership and career progression routes, and support them in studying for an apprenticeship.

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.

Kent County Council

Person Specification: Governance, Law and Democracy 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">• 2:1 degree or equivalent qualification in any discipline• GCSE Grade A-C/9-4 or above in English Language or equivalent (Level 2-3 qualification).• GCSE Grade A-C/9-4 or above in Mathematics or equivalent (Level 2-3 qualification).• Willingness to work towards a suitable qualification via an apprenticeship, agreed with your line manager
EXPERIENCE	<ul style="list-style-type: none">• Involvement in activities, organisation and work experience outside of course of study• Using Microsoft environments (Office 365, Teams, SharePoint)• Exposure to Microsoft Power platforms or similar technologies
KNOWLEDGE	<ul style="list-style-type: none">• Excellent IT skills• An understanding of local government and a commitment to working in the Public Sector.
SKILLS / ABILITIES	<ul style="list-style-type: none">• Ability to demonstrate teamwork and ability to build effective working relationships• Ability to work to tight deadlines and maintain a high standard of work• Good verbal and written communication skills• Good problem-solving skills and the ability to think strategically• Evidence of managing a project
KENT VALUES AND CULTURAL ATTRIBUTES	<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

	<ul style="list-style-type: none">• 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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