

Kent County Council

Job Description: *Programme and Project Support*

Directorate:	Deputy Chief Executive's Department
Unit/Section:	Portfolio Management Office
Grade:	KSE
Responsible to:	Programme and Project Manager

Purpose of the Job:

Provide professional support for Programme/Project Managers and the Portfolio Management Office, undertaking a range of portfolio, project and programme management support activities and sharing good practice to ensure the smooth running of the PMO.

Main duties and responsibilities:

- Provide comprehensive professional assistance and high quality support to Portfolio Managers, Programme and Project Managers and Programme and Project Officers, to contribute towards delivering strategic priorities
- Support and/or lead on individual task and finish activities and documentation within programmes and projects, with clear timeframes and outputs agreed at the start
- Plan, organise and co-ordinate meetings, preparing agendas and recording actions and chase individual responses on tasks/actions with stakeholders, ensuring the whole process runs smoothly and that every administrative task is covered
- Develop, co-ordinate and improve the effectiveness of the PMO to support procedures, monitoring and ensure consistency is maintained
- Research, coordinate, collect and analyse data and information for programmes and projects
- Support and/or lead on the preparation, delivery and actions for presentations, workshops and events with services and partners, using a variety of tools and techniques
- Oversee the effective administration of Office 365 systems (e.g. Teams, SharePoint, Excel) for programme/project management information

- Assist PMO staff in commercial and financial activities including support for bid writing, processing invoices and purchase orders

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.

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Person Specification: *Programme and Project Support*

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"> • English and Maths GCSE • Level 3 qualification in project management or business administration e.g. APM Project Fundamentals (PFQ) and Business Administration apprenticeship L3 • Equivalent experience
EXPERIENCE	<ul style="list-style-type: none"> • Experience of supporting portfolios, programmes or projects • Experience of working to a senior management in local government • Experience of reporting mechanisms
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Excellent administration skills • Computer literate, particularly Microsoft Word, Excel, Project, Visio, SharePoint, Teams and PowerPoint • Interpersonal and organisational skills, including when dealing with internal staff and external partners • Able to balance constantly changing priorities • Proactive approach and able to work in an agile way • Able to work on own initiative • Able to work to deadlines • Works well under pressure • Able to work as part of a team. • Professional approach
KNOWLEDGE	<ul style="list-style-type: none"> • Basic understanding of programme/project lifecycle • Basic understanding of key programme/project documents (e.g. RAID Log, Project Plan) • Basic understanding of local government • Understanding of partnership working • Understanding of KCC systems (e.g. Oracle, lproc)
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 • We are all responsible for the difference we

make

Our values enable us to build a culture that is:

Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile

Curious - constantly learning and evolving

Compassionate and Inclusive - compassionate, understanding and respectful to all

Working Together - building and delivering for the best interests of Kent

Empowering - Our people take accountability for their decisions and actions

Externally Focused - Residents, families and communities at the heart of decision making

(If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)