

Kent County Council

Job Description: Programme Support Officer (KSE)

Directorate:	Chief Executive's Department
Division:	Strategy, Policy, Relationships & Corporate Assurance
Location:	County Hall
Grade:	KSE (KR7)
Responsible to:	Policy & Partnerships Adviser

Purpose of the Job:

The Strategic Partnerships Team is responsible for leading on external strategy and ensuring strong and effective collaboration with key public sector partners in Kent including Medway Council, District and Borough Councils, Police, Fire, Health, Probation, Job Centre Plus, and KALC alongside engagement with government departments and agencies' activities in Kent.

The team directly provides advice and support to strategic groups including Kent Council Leaders, Joint Kent Chief Executives, and wider pan-Kent partnerships and professional bodies. The team also works proactively to identify new opportunities to work together, problem solve any emerging issues and horizon-scan for emerging national policy or developments that may impact Kent.

The Programme Support Officer role is required to provide high quality support to the Strategic Partnerships Team. This includes tasks that underpin the delivery of partnership workstreams, organising key meetings, boards, events and conferences and tracking actions and forward plans, preparing reports and presentations, undertaking research, being the 'front door' to the team and supporting emerging local government reorganisation work.

This is an exciting opportunity to join the team at a critical time, and be involved in work that will determine the future of local government at a time of historic change.

Main duties and responsibilities

1. Act as a key point of contact for public service partners into Kent County Council and provide support to the Joint Kent Chiefs and Kent Council Leaders meetings and other forums as required to support high quality, productive and effective relationships with Kent public service partners.
2. Support team members at key meetings, boards and committees with strategic partners internally and externally, and assist in taking forward any resulting actions.
3. Manage the forward plan for key strategic engagements including Kent Council Leaders and Joint Kent Chiefs.
4. Undertake research of specific topics and projects in order to contribute to the development of cross-organisational policy and strategy and necessary report-writing
5. Establish and maintain a network of internal contacts with officers from other agencies
6. Provide administrative support to assist organising meetings, events and conferences, monitoring shared mailboxes, proof-reading and note-taking where required

7. Take up opportunities to develop policy, strategy and partnership-working skills, learning from team members and deputising where appropriate
8. Ensure that all duties and responsibilities are discharged in accordance with the Council's policies and procedures, Code of Conduct and relevant regulations and legislation. To comply with the Council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.
9. This job description is a guide to the level and range of responsibilities you will be expected to undertake. It may be changed from time to time to reflect changing circumstances and demands. As directed, you will undertake additional duties and responsibilities that may arise from time to time commensurate with the grade of the post.

This position is a 2-year fixed term contract.

For further information or to discuss the role, please contact Matthew Mottram, Policy & Partnerships Adviser: matthew.mottram@kent.gov.uk

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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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 Level 2 (e.g. GCSE) or equivalent and/or proven ability to deliver the requirements of the post.➤ A-Level or Degree in Politics or related subject, or some experience in a Governmental or related role (desirable)
EXPERIENCE	<ul style="list-style-type: none">➤ Experience of working with senior politicians and officers➤ Experience of drafting reports and correspondence.➤ Experience in supporting projects.➤ Experience in organising meetings and events➤ Experience in processing payments and invoices (desirable)
SKILLS AND ABILITIES	<ul style="list-style-type: none">➤ Excellent interpersonal skills.➤ Literacy, numeracy and IT skills - ability to produce a range of documents and reports using Microsoft Office, databases and case management systems.➤ Ability to organise and prioritise workload to achieve deadlines.➤ Ability to undertake research and present that research.➤ Coordination skills when arranging meetings and appointments.➤ Ability to take accurate records of meetings and take a proactive approach to tracking action points.
KNOWLEDGE	<ul style="list-style-type: none">➤ Understanding of IT applications and working knowledge of Microsoft Office applications.➤ Understanding and interest in national and local politics➤ Knowledge of how to work with senior officers and politicians➤ Awareness of policies and procedures in relation to safeguarding, data protection, health and safety and equalities.
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 <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>