

Kent County Council

Job Description: *Strategic Resilience Senior Project Officer*

Directorate:	Growth, Environment and Transport
Unit/Section:	Highways & Transportation
Location:	Countywide
Grade:	KR12
Responsible to:	Strategic Resilience Manager

Job Purpose

To support the Strategic Resilience Manager and Strategic Resilience Team to ensure effective delivery of strategic requirements. Act as liaison with strategic partners, both within KCC and external stakeholders.

Main duties and responsibilities

1. Support the Tactical Traffic role within the Kent Resilience Forum during border related disruption working collectively with partners as and when required.
2. Work closely with teams across Highways & Transportation supporting managers and officers with strategic projects.
3. Work collaboratively with HMG departments (DfT, DLUHC, Defra & HMRC) on border related issues.
4. Liaise with National Highways on county wide schemes as part of the Kent Corridor Coordination Group, assisting coordination with Kent projects.
5. Act as liaison with Kent Police for border traffic issues.
6. Assist with provision of the interface between Strategic Resilience Team and the Traffic Management Team, providing support to fulfil KCC statutory duties under the Traffic Management Act 2004
7. Support Network Management Team and engage with team for use of Kent's strategic model in the support of all Border related works. Also support the team's Enforcement role, in particular around Moving Traffic Contraventions and provide feedback on site design/layout and risk management.
8. Support Road Safety & Active Travel Group with decision making around CRM schemes and particularly 20mph schemes and or speed limit reductions.
9. Keep abreast of legislation concerning moving traffic contravention and enforcement.

10. Be accountable for responses to customer requests and complaints and ensure that all are investigated and completed in a timely way, and clearly communicated.
11. Provide support to Strategic Resilience Team with border resilience meetings.
12. Provide professional and technical advice on highway issues and related matters to Members, senior managers, and members of the public and ensure that County Council Members are kept fully informed of operational issues which are likely to impact on their constituents.
13. Ensure contract compliance in all aspects of work and provide guidance to other teams within the GET directorate, in line with relevant legislation and national policy guidance.
14. Keep abreast of improvements in technology and changes within the industry in order to provide the most cost-effective service, to comply with changes in legislation and to identify possible improvements; and work with other team leaders/managers to implement them.
15. Ensure compliance with Health and Safety legislation and complete appropriate training as directed.

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: *Strategic Resilience 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
SKILLS AND ABILITIES	<ul style="list-style-type: none">• An excellent effective communicator with well-developed networking, listening and influencing skills to create win/win situations.• Flexibility and the ability to work well under pressure and with conflicting priorities and deadlines• Ability to liaise with senior officers and members and able to see the 'political' angle as well as the strategic and operational issues• An aptitude for the use of various computer systems• A team player but also able to work under pressure with minimal oversight to achieve time critical objectives.• Community and Customer focus, Team Working, Resilience, race and diversity, Health and safety at work
KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none">• Experience with Emergency planning.• Traffic Management knowledge• C3 & C2 Command Structures• Knowledge of legislation and codes of practice as they relate to the role (e.g. Road Traffic Regulation Act 1984, Traffic Management Act 2004, Highways Act 1980)• Knowledge of current EU Exit Legislation• Media awareness

<p>KENT VALUES AND CULTURAL ATTRIBUTES</p>	<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> <p>(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)</p>
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Please note:

This post is designated politically restricted and the following conditions therefore apply:

- Holders of politically restricted posts may not stand for election as Members of Parliament or the European Parliament, or of Local Authorities; however, membership of Parish Councils is not affected.
- Those caught by this restriction may serve out any existing term of political office but may not stand again.

It is possible to apply to the adjudicator for exemption and details will be provided on request.

Organisational responsibilities

Job description guidance

All corporate directors, directors and senior managers have an explicit responsibility to deliver the collective agenda of the Council. These are fundamental elements of their role not an addition and are summarised as follows:

Whole Council

- Seek to improve the lives of all residents in Kent and economy of Kent
- Act as corporate parent to the Council's looked after children
- Take an active role in promoting and ensuring the Council's responsibilities for safeguarding are met.
- Understand, communicate and contribute to the delivery of KCC's strategic aims
- Meet statutory obligations and promote and ensure compliance with policies and procedures and the Council's Code of Conduct (Kent Code).
- Advise elected members and support the democratic process
- Promote the Council brand and enhance the overall reputation of the Council
- Understand and monitor the measures of performance, including customer insight, which define successful outcomes for KCC services
- Maintain and ensure a relentless focus on the customer
- Act to support the Council-wide need to deliver services within budget, thereby avoiding an overspend that could damage the financial viability of the Council
- Overcome professional and service silos to achieve the County Council's objectives.

Integration of Services

- Focus resources where they have the biggest impact
- Deliver services that are flexible and adaptable
- Integrate services within KCC and work with partner agencies to ensure a seamless customer experience
- Fully and inclusively engage all staff in the delivery of services, demonstrating the Council's leadership values and competencies.

Embedding Commissioning and Engaging relevant markets

- Establish an outcome focused organisation
- Meet the financial regulations and standing orders of KCC
- Challenge the status quo and engage with the market to constantly improve
- Ensure all services are delivered effectively and efficiently
- Proactively and continuously seek to improve service delivery
- Proactively manage risk to avoid inertia whilst not exposing the Council to needless and avoidable challenge or loss

Managing Change

- Understand and support the Authority's overall change agenda
- Deliver required outcomes of service specific change on time and to budget
- Understand the quality of staff, support their development, nurture those with talent
- Identify the skills for the future and the level of staff through robust workforce planning
- Identify and deal with underperformance.
- Deliver to agreed budget and income targets.