## Kent County Council

## Job Description: Serious and Organised Crime (SOC) Project Officer

**Directorate: Adult Social Care and Health (ASCH)**

**Unit/Section: Contest/SOC Team**

**Grade: KR9**

**Responsible to: Assistant Director Contest and** **Serious Organised Crime (SOC), line managed by SOC Co-ordinator.**

**Purpose of the Job:**

Support Assistant Director Contest/SOC and SOC team to develop a range of projects, leading on specific work packages to support the delivery of Kent County Council (KCC) response to tackling Serious and Organised Crime (SOC). The Project Officer will provide expert advice and support to the SOC team to ensure effective project implementation in line with budgets and timescales.

The Project Officer will liaise with colleagues within KCC, partners outside of KCC, particularly both statutory and non-statutory partners to coordinate a whole system approach, ensuring projects are delivered effectively and to the required standard within the agreed deadlines.

**Main duties and responsibilities:**

* Support a range of projects across the SOC team, leading and coordinating project proposals, and assisting with the development of the work, providing advice and support to ensure the successful implementation and completion within the given timescales.
* Work predominately on developing training packages, internal communications, newsletters and other methods to raise awareness of SOC across KCC whilst having an awareness of wider programmes of work.
* Be a self-starter with the ability to work independently, use initiative, think creatively, and have the vision to identify opportunities and the enthusiasm to grow the role.
* Support the development of key project documentation including papers, reports, analysis, mapping, communication, stakeholder engagement plans, taking a flexible and proactive approach to the specific needs of the project.
* Maintain a robust monitoring and quality control system for projects, providing regular reports as required, to enable the provision of informed data to senior management and adjusting to the audience.
* Maintain regular and effective communication with colleagues at all levels within the SOC team, as well as multi-agency partners, attending team briefings, preparing, and delivering briefings in order to promote the work and ensure the delivery of high-quality outcome.
* Support the delivery of presentations and facilitate workshops to a variety of audiences and to organise using a variety of methods tailored to the needs of the audience to raise awareness of SOC.
* Research and evaluate projects to provide information to senior managers, gathering relevant information on national and local initiatives, and legislation to enable good practice to be shared across the organisation and with partners agencies that could contribute to future project opportunities.
* Monitor and forecast budgets, escalating any concerns to the SOC Coordinator in order to ensure that the most effective use is made of resources and that needs of the work are fully met.
* Carry out regular reviews of project risks and issues as part of the risk management function to ensure actions are being monitored and taken when appropriate.

**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.**

## Kent County Council

## Person Specification: SOC 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.

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|  | CRITERIA |
| QUALIFICATIONS | NVQ4 or equivalent and/or holding or working towards a full professional qualification. |
| EXPERIENCE | Experience of working as part of a team  Previous project management experience in a relevant field  Experience of managing resources  Experience of record keeping, monitoring and evaluating processes  Experience of working with different partner organisations and agencies  Involvement of developing and implementing new initiatives from scratch  Experience of developing and delivering services and obtaining feedback  Participation of carrying out quality assurance and evaluation processes  Contributed to delivering presentations to a diverse audience |
| SKILLS AND ABILITIES | Good organisational and planning skills  Ability to work to deadlines  Ability to work under own initiative  Good research, analytical and problem solving skills  Ability to work with competing demands and prioritise workloads  Good understanding of inter-agency and partnership working  Knowledge of relevant legislation which will impact on the projects concerned  Ability to work with a range of IT systems where applicable  Ability to manage projects which are complex in terms of scale, structure and impact  Presentation skills  Excellent communication, interpersonal, negotiation and problem-solving skills  Good organisation, planning and report-writing skills  Proven project management skills  Ability to work well as a team member |
| KNOWLEDGE | Good understanding of background issues relating to specific SOC threats and risks  Knowledge of Directorate and agency policies and national initiatives  An understanding of local government  Awareness of relevant legislations |
| BEHAVIOURS AND KENT VALUES | **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** |