

# Kent County Council

## Job Description: *Project Administrator and Coordinator*

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<b>Directorate:</b>	<b>Strategic and Corporate Services</b>
<b>Unit/Section:</b>	<b>Strategy, Policy, Relationships and Corporate Assurance (SPRCA)</b>
<b>Grade:</b>	<b>KR7</b>
<b>Responsible to:</b>	<b>Project Officer (Referrals)</b>

### **Purpose of the Job:**

An administrator/coordinator is required to support the smooth running of all parts of the ReferKent Partnership. Act as the point of contact for members of the partnership and suppliers of the ReferKent system, working with the Financial Hardship Task & Finish Group. Support the Financial Hardship Project Team with general admin duties.

### **Main duties and responsibilities:**

- Manage the administration of the ReferKent system to ensure agencies are added to and removed from the network in a timely manner and in accordance with the governance protocols.
- Collection, analysis and reporting of information relating to the ReferKent network and working with internal and external partners to ensure that they are meeting agreed deadlines.
- Maintain partner information on the ReferKent system and data sharing agreements. Ensure information is up to date and relevant. Co-ordinate regular meetings to enable peer support amongst the partnership and build on relations with partner agencies.
- Regularly check that information shared is appropriate and anonymise information regularly in accordance with the ReferKent data sharing agreement.
- Maintain relationship with suppliers of the ReferKent system and raise any issues flagged by the partnership.
- Monitor the ReferKent mailbox and ensure responses are given in a timely manner.
- Train new staff and agencies on how to use of the ReferKent system.
- Support the Financial Hardship Project Team with general admin duties as required.

Footnote: This job description is provided to assist the job holder to know what the 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: *Project Administrator and Coordinator*

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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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	A good standard of education to NVQ level 3 or equivalent.
<b>EXPERIENCE</b>	Working in a partnership environment Communication across a broad range of people including external partners, senior officers/managers, professionals etc Providing training and demonstrations on the use of computer systems
<b>SKILLS AND ABILITIES</b>	Good communicator across a broad range of people Ability to prioritise workload Able to work effectively under own initiative and as part of a team Effective planning and organizational skills Computer literate
<b>KNOWLEDGE</b>	Working knowledge of data protection and confidentiality issues Understanding of use of statistical data and reading reports
<b>BEHAVIOURS AND KENT VALUES</b>	<b>Kent Values:</b> <ul style="list-style-type: none"><li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li><li>• We are <b>curious</b> to innovate and improve</li><li>• We are <b>compassionate</b>, understanding and respectful to all</li><li>• We are <b>strong together</b> by sharing knowledge</li><li>• We are all <b>responsible</b> for the difference we make</li></ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile <b>Curious</b> - constantly learning and evolving <b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all <b>Working Together</b> - building and delivering for the best interests of Kent <b>Empowering</b> - Our people take accountability for their decisions and actions <b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>