

Directorate:	Growth Environment and Transport
Unit/Section:	GET Portfolio Team Corporate Director's Office
Grade:	KR6
Responsible to:	Head of Portfolio Management

Purpose of the Job:

To provide professional support in assisting the efficient management of the Portfolio Management Office (PMO). The purpose will include supporting existing members of staff in the PMO and the wider organisation who are undertaking project activities, and sharing good practice to ensure the smooth running of the PMO and the Portfolio.

Contribute to and co-ordinate the collation of management and budget information relating to performance indicators and other procedures to ensure compliance and consistency with Government guidelines, legislative requirements and KCC Policy.

Main duties and responsibilities:

1. Provide a comprehensive personal assistance and high-quality support to the Project Managers within the GET Portfolio.
2. Plan, organise and coordinate internal and external meetings, preparing agendas and recording actions, fulfilling monthly Portfolio Office responsibilities and undertaking research where required, ensuring that the whole process runs smoothly and that every administrative project task is covered.
3. Develop, co-ordinate and improve the effectiveness of the GET Portfolio, ensuring that procedures are in place and that these are adhered to by each member of the project management team to ensure that consistency is maintained at all times.
4. Assist with a range of projects to support the GET Portfolio in delivering its strategic objectives.
5. Oversee the administration of the corporate Microsoft systems (including SharePoint and MS Teams) relating to all project management activities e.g. tools and templates, project documentations, calendars, MS Project, Excel etc.

6. Identify and establish appropriate project management systems in order to assist in the effective monitoring of the overall portfolio performance, Business Cases and the Communication Strategy.
7. Arrange and coordinate meetings on behalf of the team, including dispatching the relevant documents and taking minutes where required, to ensure that the whole process runs smoothly and that any action points are followed up at the end of the meeting.
8. Research, coordinate and analyse data, chasing individual responses from all project stakeholders relating to specific tasks, risks and / or issues on behalf of the Project Manager, to ensure that any reports for management teams, Cabinet or Committees are prepared and submitted within agreed timescales.
9. Take a proactive approach in supporting and encouraging the team in environmental-friendly working as part of the County Council's Green Agenda.

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.

Kent County Council
 Person Specification: *PMO Business Support 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
QUALIFICATIONS	<ul style="list-style-type: none"> • NVQ Level 3 (or equivalent) in Business or Management. • Willingness to work towards the APM PFQ and / or APM PMQ qualification.
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working to a senior manager in local Government. • Experience of drafting reports and correspondence • Experience of business support and using IT systems to perform.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Excellent administration skills, including typing, minute taking and a confident telephone manner. • Supervisory skills. • Computer literate, particularly Microsoft Word, Excel, Project, Visio, SharePoint, Teams and PowerPoint. • Excellent interpersonal and organisational skills when dealing with all levels of staff, elected members, MPs, MEPs and external contracts. • Able to balance constantly changing priorities. • Proactive approach. • Able to work on own initiative. • Able to work to deadlines. • Works well under pressure. • Confidential, able to work as part of a team. • Professional approach. • Able to provide effective one to one training to help introduce and support procedures for processing information. • Able to investigate queries and anomalies when required • Able to co-ordinate and arrange meetings and appointments . • Commitment to equalities and the promotion of diversity in all aspects of working
KNOWLEDGE	<ul style="list-style-type: none"> • Basic understanding of project lifecycle. • Basic understand of key project documents (RAID Log, Project Plan etc.). • Basic understanding of local government and expectations of service users. • Understanding of inter agency and partnership working. • Knowledge of the services provided by Growth, Environment and Transport

	<ul style="list-style-type: none"> • Knowledge of a range of IT systems • Awareness of new initiatives and policy changes • Awareness of data protection and confidentiality issues
Behaviours and Kent Values	<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>