

# KENT GRADUATE PROGRAMME

## YOUR APPLICATION PACK

TO AN  
EXCITING  
FUTURE

### RECRUITING LOCAL GOVERNMENT PROFESSIONALS OF THE FUTURE

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Closing date: **25th July 2025**

**Your Strategic Planning &  
Infrastructure Graduate Officer  
application pack includes:**

Introduction to  
Kent County Council

Job description

Recruitment selection criteria

Vacancy timetable

Working for Kent County Council





## Content details

Letter to Applicant	4-8
Introduction to Kent County Council	9
Political Arrangements	10
Structure of KCC	11-12
Job Description and Person Specification	13-16
Introduction to Planning Pathway	17-18
Working for Kent County Council	19-20
Vacancy Timetable	21



July 2025

## APPLICANT INFORMATION PACK

Dear Candidate

### Application for the post of Strategic Planning & Infrastructure Graduate Officer, Growth and Communities

Thank you for your interest in this challenging but rewarding role on our Graduate Programme. The successful candidate will be offered a position, ensuring the right skills, experience and knowledge mix exist in the team.

#### Our Recruitment Process Step 1 - Application Form

We consider several factors when assessing your suitability for a graduate role. The first stage is your application form.

If you are interested in this opportunity, please apply as soon as possible as we may close applications before the closing date if we receive a large number of applications from suitability qualified candidates so if there's a programme you're really interested in, do get your application in early to avoid disappointment. We would also encourage you to allow plenty of time to complete your application form as we want to understand what makes you an excellent fit for a graduate role here at KCC.

**Please note you are only permitted to apply for one graduate role only.**

#### Entry Requirements

Please remember to tell us about your degree and GCSE Maths and English qualification(s) or equivalent. **Please note, you must already hold all entry requirements by the programme start date.** Failure to include your qualifications in your Application Form may mean that your application is automatically excluded.

## **Tailoring your application**

When making your application, refer to the **Person Specification** contained in this application pack and use the 'reason for application' to demonstrate how your past experience, knowledge or skills and achievements will transfer to the position you are applying for (please provide examples). Please list your full employment history and explain all gaps in employment. You may also want to use this section to describe why the role appeals to you and how this role fits with your longterm career aspirations. Your application form (and CV if you uploaded one) will be used by the Graduate Team to decide whether to shortlist you for the next stage of the selection process.

## **Step 2 – Online Assessment**

At this stage, we will ask you to complete an interactive online assessment. The assessment helps us evaluate candidates fairly and equally. The blended assessment is designed to represent a typical working day and consists of Situational Judgement, Applied Numerical Intellect and Applied Verbal Intellect items. The assessment also includes a short video interview consisting of four questions.

Following the assessment, you will be able to download your candidate report. This report is designed to help you identify areas that you're naturally good at and where you may want to focus on developing. It also offers suggestions and hints and tips for how you can grow your future potential. We encourage you to take some time to reflect on your report and use this new understanding to guide your career planning. Your report looks at your responses against four areas known to predict work success based scientific research. We call these four pillars: Applied Intellect, Digital Mindset, Creative Force, and Grit.

## **Reasonable Adjustments**

We believe that every person should have a fair and equal chance to succeed in our assessment process. If you require adjustments in relation to a disability, a neurodiverse condition (e.g. dyslexia), a medical condition or another individual need please let us know so we can understand how you are impacted and put the right support in place for you.

## **Step 3 - Sifting and Shortlisting**

We'll assess your application form against the criteria in the Person Specification and at this stage we will review your video interview too. Please be patient at this stage as our shortlisting team will be busy reviewing a number of applications and video interview submissions for multiple roles and will update you on your application as soon as they are able to.

## **Step 4 – Interview**

Candidates that are successful following the first sift recruitment exercise will be informed as soon as possible and invited for interview by e-mail. Please note these interviews will be face-to-face and will be held in Maidstone. Please make a diary note of the interview dates.

At KCC we use a mixture of role-specific and values-based questions, to ensure that all new graduate recruits have the skills and ability to do the job and the behaviours, attitude and values to be successful in their role. KCC's values can be found [here](#).

## **Final Outcome**

The successful candidates will be contacted as soon as possible after the last interview.

As you have invested your time in applying for a role at Kent County Council, we would encourage you to request feedback, regardless of the outcome, as feedback will be invaluable to you when preparing for future interviews.

## **Step 5 – Offer**

If you are successful, we will make you an offer to join us in April or October. Between your offer and your start date our recruiting managers will be in contact with you to let you know everything you need ahead of your first day at KCC. Our graduate team will also be available to offer any support you may need.

## Eligibility Criteria for Apprenticeships

### Apprenticeship Funding

All of our Graduate Pathways consist of an embedded apprenticeship qualification. To be eligible for apprenticeship funding, you'll need to have resided in the UK, the British Overseas Territories, or Crown Dependencies (Channel Islands and Isle of Man) continuously for at least three years prior to the start of the apprenticeship programme.

This is to ensure Kent County Council is compliant with the [apprenticeship funding rules](#). These are the rules employers must follow to get funding for apprenticeship training in England.

**Unfortunately, if you do not meet the above residency requirement, we will be unable to progress your application for the Graduate Programme.**

### Do you accept applications from non-UK citizens?

Our Graduate Programme Pathways consist of an embedded apprenticeship qualification so to be eligible for apprenticeship funding as a non-UK national you will need to:

- Have a valid and eligible residency status and the right to work in England.
- Have been resident in the UK and Islands or British Overseas Territories for at least the previous three-year period on the first day of the apprenticeship.
- Your residence in the UK and Islands has not during any part of that period been wholly or mainly for the purpose of receiving full-time education.
- You have permission granted by the UK government to live in the UK and such permission is not for education purposes only.

This is to ensure Kent County Council is compliant with the [apprenticeship funding rules](#). These are the rules employers must follow to get funding for apprenticeship training and assessing apprentices in England.

Further details on Right to Work in the UK can be found on the UK [Visas and Immigration](#) page.

If you have any queries regarding your eligibility for the programme, please contact the Kent Graduate Programme Team at [kgp@kent.gov.uk](mailto:kgp@kent.gov.uk).

## International Degrees

If you have a degree from another country, you must be able to provide evidence that your Degree is equivalent to our 2:2 entry requirements.

You are responsible for providing documentation and meeting any associated costs; we will normally ask to see evidence of your 2:2 Degree (or equivalent) during our pre-appointment checks.

The [UK National Information Centre](#) for the recognition and evaluation of international qualifications and skills (UK ENIC) provides information about the comparability of different international qualifications.

# Introduction to Kent County Council

Visit our website at [www.kent.gov.uk](http://www.kent.gov.uk)

We are the UK's largest local authority, with a workforce in excess of 30,000 people, including maintained schools, serving a population of 1.6 million. We have various offices in central locations and a large number of service establishments throughout Kent; our corporate office is based in Maidstone.

More than two thirds of our workforce provide services directly to the public – such as domiciliary Care Workers, Classroom Assistants, Social Workers, Teachers, and Occupational Therapists etc.

Our annual budget covers a huge range of services. This translates into a host of interesting roles and career paths awaiting those who want to work in a leading- edge public sector organisation.

## Aims and Objectives

Our focus is to work as one council to design and deliver a cohesive, modern public service offer for all Kent's residents, businesses and communities. This will bring together change projects consistently across the council and create organisational design opportunities to transform the way we work, including our people, assets, technology, structures and service delivery.

Success in delivering this aspiration will be determined using the following criteria:

- Working beyond the limit of organisational and service boundaries
- Thinking beyond the limit of our statutory powers
- Building capacity to provide sector and system leadership
- Delivering at both strategic and local scale
- Supporting economic security
- Delivering a cohesive service offer
- Flexibly uses its assets as part of public service design and delivery

[Framing Kent's Future](#) is our top-level council strategy for 2022 to 2026. It sets out the priorities that we will focus on over the next four years to tackle the challenges and make the most of the opportunities that the county is facing. Through delivering these priorities, our aim is to improve life in Kent and build a solid foundation for the county's future success.

# Political Arrangements

The County Council has 81 councillors and elections take place every four years.

The political composition of the County Council is as follows:

Reform UK	57 members
Liberal Democrat	12 members
Conservative	5 members
Green Party	5 Members
Labour	1 member
Labour and Co-operative Party	1 member

There is a Cabinet of Executive Members which meets regularly to debate policy issues and make key decisions. The cabinet comprises of:

Linden Kemkaran	Leader of Kent County Council
Brian Collins	Deputy Leader of Kent County Council
Diane Morton	Cabinet Member for Social Care and Public Health
Paul Webb	Cabinet Member for Community/Regulatory
Matthew Fraser Moat	Cabinet Member for Department of Local Government Efficiency (DOLGE)
Paul King	Cabinet Member for Economic Development and Coastal Regeneration
Beverley Fordham	Cabinet Member for Education and Skills
David Wimble	Cabinet Member for Environment
Christine Palmer	Cabinet Member for Integrated Children's Services
Bill Barrett	Cabinet Member for Highways and Transport

# Structure of KCC

The structure of the organisation is as shown [here](#)

The Senior Officer team consists of six Corporate Directors. For more information on the Corporate Management Team please click [here](#)

The directorates are as follows:

## **Growth, Environment and Transport**

The Directorate comprises a range of key frontline, strategic, policy and commercial functions, and plays a major role in making Kent a better place to live, work and visit. The services provided, and the future the directorate helps to shape, affects every household in Kent. This includes strategic responsibility for the future of the county in terms of planning, economic development, transport policy, and major transport improvement schemes, waste disposal and recycling services. In addition, GET manages country parks; libraries; and delivers enforcement services including trading standards, community safety and emergency planning.

### Responsible for services that include:

Highways, Transportation & Waste, Regulatory Services, Economic Development, Community Safety & Emergency Planning, Libraries, Registration & Archives, Sport & Country Parks, Arts including Kent Film Office, Development Planning, Planning Applications, North Downs Areas of Outstanding Natural Beauty, Flood Risk & Environment, Sustainability & Climate Change and Heritage Conservation

## **Adult Social Care and Health**

The Directorate commissions and provides a range of services to improve outcomes for older and vulnerable adults, including those with mental health issues or disabilities, and their families. The Directorate supports vulnerable adults to live independently by promoting their wellbeing and supporting their independence. Services for adult mental health and learning disability already work in integrated teams with NHS colleagues and as a key partner in the Kent and Medway STP we are developing multi-disciplinary teams within communities to support local care.

### Responsible for services that include:

Adults Central Referral Unit, Adult Community Teams, Safeguarding and quality, Kent Enablement at Home, Sensory and Autistic Spectrum Conditions Service, Integrated/Registered Care Centres, Day Centres, Community Learning Disability Teams, In-House Provision and Mental Health Services.

## **Children, Young People and Education**

This Directorate combines and integrates the statutory responsibilities of Specialist Children's Services together with Education services and the targeted and universal services for children and young people within Early Help and Preventative Services. There is a strong focus on alignment of resources to help ensure achievement of one of the key County Council strategic outcomes: 'Every child and young person in Kent gets the best start in life'. To improve outcomes for children and young people, services within the Directorate are working together with relevant partners to deliver the vision set out in the Children and Young People's Services Integration Programme.

### Responsible for services that include:

Children's Social Care, Adoption & Fostering, Standards & School Improvement, Skills & Employability, Early Years and Childcare, Provision Planning, Fair Access, Educational Psychology, SEN Assessment & Placement, Youth Justice, Outdoor Education Centres, Children's Centres and Youth Hubs, Inclusion & Attendance, Early Intervention and Community Learning & Skills and Disabled Children and Young People Teams.

## **Chief Executive's and Deputy Chief Executive's Department (Amanda Beer, Chief Executive)**

### Responsible for services that include:

- Strategy, Policy, Relationships and Corporate Assurance
- Finance
- Governance and Law
- Strategic Commissioning
- Infrastructure
- Technology
- HR/OD
- Marketing and Resident Experience
- Health and Safety
- Business Management and Client Relationships
- Strategic Reset Programme

# Kent County Council Job Description:

## Strategic Planning and Infrastructure Graduate Officer

<b>Directorate:</b>	<b>Growth, Environment and Transport</b>
<b>Section:</b>	<b>Growth and Communities</b>
<b>Grade:</b>	<b>KSF</b>
<b>Responsible to:</b>	<b>Strategic Planning and Infrastructure Manager</b>

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

To take an active role in promoting Kent County Council's position on infrastructure and planning matters relevant to achieving sustainable 'good' growth across Kent, through the coordination of responses to Local Plans, neighbourhood plans, strategic planning applications and Nationally Significant Infrastructure Projects (NSIPs).

To contribute to a programme of work enabling infrastructure delivery and to support high quality economic and housing growth across the county by providing a county-wide, long-term picture of planned growth and infrastructure requirements.

This role is for a graduate, who will receive support to progress in their experience and training in planning. The role will have a strong emphasis on personal and professional development and will include the opportunity to undertake a further planning qualification.

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

- To coordinate and prepare corporate representations to Local Plans, strategic planning applications, NSIPs and other consultations, working consistently and to relevant timescales.
- To coordinate a range of functions related to strategic planning and infrastructure workstreams relevant to delivering and supporting growth. This will include working with other directorates within KCC and representing the County Council at relevant workshops and meetings to promote the planning interests of Kent.
- To be an effective point of contact by coordinating and facilitating positive working arrangements with local planning authorities, public and private sector partners to contribute to establishing KCC's position around the delivery of sustainable economic and housing growth
- To make sure that procedures are in place, and adhered to, ensuring that consistency is always maintained in coordinating strategic planning functions.

- To provide professional advice and support to inform Elected Members, senior management and other stakeholders of matters relating to strategic planning and infrastructure in Kent. This will include preparing, or contributing to the preparation of, briefings and updates to ensure the delivery of high-quality outcomes.
- To provide project support to the Strategic Planning and Infrastructure team in developing and maintaining the Infrastructure Mapping Platform, an interactive online mapping platform for growth and infrastructure data that underpins the Kent and Medway Growth and Infrastructure Framework
- To provide project administrative and technical support to meet the business needs of the Strategic Planning and Infrastructure Service. This will include organising meetings, liaising with colleagues, gathering information and coordinating formal corporate submissions.
- To contribute to the effective running of the Strategic Planning and Infrastructure Service and the wider division.
- To participate in any relevant training and developing knowledge and experience to make a significant contribution to work undertaken and to acquire an understanding of the Strategic Planning and Infrastructure Service.

*NB: 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: Strategic Planning & Infrastructure Graduate 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.

**As part of this Graduate Pathway there is a requirement to undertake an Chartered Town Planner Degree Apprenticeship Level 7 therefore, we are unable to accept applications from those with an equivalent/higher level qualification in a related area.**

	CRITERIA
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• 2:2 Degree (or equivalent) in planning or a related environmental discipline</li><li>• GCSE Grade A-C (4-9) in English Language or equivalent (Level 2 qualification).</li><li>• GCSE Grade A-C ((4-9) in Mathematics or equivalent (Level 2 qualification).</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Experience of working in a planning related and/or local government position.</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Excellent written, oral and presentation skills</li><li>• Strong analytical and interpretive skills</li><li>• Strong organisational skills</li><li>• Self-motivated and able to work independently</li><li>• Is able to clearly communicate how planning-related policies and procedures are applied</li><li>• Ability to develop positive relationships across the organisation and with external partners, working well as part of a team</li><li>• Ability to proficiently plan and prioritise a diverse workload</li><li>• Good IT skills</li><li>• Good negotiation and inter-personal skills</li></ul>

	<ul style="list-style-type: none"> <li>• Is able to apply learning and experience to solve complex problems</li> <li>• Thinks innovatively brings fresh perspective into the organisation</li> <li>• Demonstrates attention to detail and able to consider the bigger picture</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Has a good understanding of current and emerging planning legislation and policy</li> <li>• Has an interest in and awareness of the role and function of strategic planning and infrastructure matters</li> <li>• A basic understanding of KCC services and infrastructure provision.</li> </ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are brave. We do the right thing, we accept and offer challenge.</li> <li>• We are curious to innovate and improve.</li> <li>• We are compassionate, understanding and respectful to all.</li> <li>• We are strong together by sharing knowledge.</li> <li>• We are all responsible 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.</p> <p><b>Curious</b> - constantly learning and evolving.</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all.</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent.</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions.</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making.</p>

# The Planning Pathway – An Overview

## What's Involved

You will take an active role in promoting Kent County Council's position on infrastructure and planning matters relevant to achieving sustainable 'good' growth across Kent, through the coordination of responses to Local Plans, neighbourhood plans, strategic planning applications and Nationally Significant Infrastructure Projects (NSIPs).

You will contribute to a programme of work enabling infrastructure delivery and to support high quality economic and housing growth across the county by providing a county-wide, long-term picture of planned growth and infrastructure requirements.

This role is for a graduate, who will receive support to progress in their experience and training in planning. The role will have a strong emphasis on personal and professional development and will include the opportunity to undertake a Chartered Town Planner Level 7 apprenticeship.

## Length of Programme

2 Years

## Salary

You will receive a starting salary of £30,404 which will increase as you progress.


## Location

Our main offices are in Maidstone, but travel may be required to other offices and locations around Kent.

We are currently operating hybrid working giving the flexibility for individuals to work from home or in one of our reconfigured office buildings. We will support you to work in a hybrid way, with the necessary induction, management and equipment.

## Training and Development

The job provides you with invaluable on-the-job experience of working within the public sector and offers extensive training and development opportunities you won't find elsewhere.



Whilst on the programme, you will be provided with the right support to help you achieve the Chartered Town Planner apprenticeship (Level 7). We will commit to your continuing professional development and will support you in your training and as you develop your management skills and knowledge.

### **Entry Requirements**

- 2:2 Degree (or equivalent) in planning or a related environmental discipline
- GCSE Grade A-C (4-9) in English Language or equivalent (Level 2 qualification).
- GCSE Grade A-C (4-9) in Mathematics or equivalent (Level 2 qualification).

# Working for Kent County Council

## **Salary and Notice**

This post is offered as a permanent contract.

The appointment will be subject to 1 months' notice.

KCC pays salaries to bank accounts on the 25th of the month unless this falls on a weekend or public holiday.

## **Terms and Conditions**

The appointment is subject to the terms and conditions contained within the Kent Scheme of Conditions of Service.

27 days annual leave is provided excluding Bank Holidays. You will also receive paid time off for public holidays plus a concessionary day at Christmas.

## **Pensions**

The post holder will have the choice of contributing to the Local Government Pension Scheme (LGPS). Further details will be available for the successful applicant.

## **Whole Time Employment**

The person appointed will be required to devote their whole-time service to the work of Kent County Council and should not engage in any other business without the express consent of the County Council.

## **Health and Safety Policy**

The County Council recognises and accepts its responsibility as an employer, and will take positive action to ensure the health, safety and welfare of all employees and other persons who may be affected by its operations, by providing safe working conditions and a healthy and safe working environment.

## **Sickness Provision**

Our sickness benefit scheme exceeds statutory requirements. Actual paid absence depends on how long you have worked for KCC and the circumstances of your absence. For example, after 6 years' service your benefit would be 6 months full pay and 6 months half pay.

## **Training and Development**

KCC is committed to supporting staff to reach their full potential through annual appraisal and personal development plans, enhanced by a range of career development opportunities.

Managers from KR9 to KR20 will be required to undertake our Kent Manager standard programme within the first year of employment.

## **Green Travel**

Our Green Travel Plan is exploring alternative modes of transport to improve travel choice and reduce congestion and pollution. This includes:

- Car sharing and emergency taxi home.
- Discounted fares, free tickets, trip planning and improved travel information.
- Pool car and bikes

## **Other benefits**

KCC offers a range of family friendly policies including:

- A generous maternity scheme
- Emergency leave
- Parental leave • Special leave
- Help Fund – all employees have the opportunity both to pay into the fund and to apply for help from it when experiencing financial hardship
- An in-house confidential counselling service and Occupational Health Service
- Kent Rewards - discounts at over 1,200 retailers ranging from reduced rates at Health Clubs to house and car insurance to holidays

## **Living in Kent**

With great schools, vibrant cities, golden beaches and stunning countryside Kent has lots to offer you. Find out more about [locations in Kent](#).

# Vacancy Timetable

**Closing Date for Receipt of Applications:** Friday 25<sup>th</sup> July 2025.

**Candidates will be invited to complete a first sift activity:** Monday 28<sup>th</sup> – Friday 1<sup>st</sup> August 2025

**Final Stage Interviews:** Shortlisted candidates will be invited to attend interview on w/c Monday 1st September 2025. Please note these will be face-to-face interviews and will be held in Maidstone.

**Start Date:** 29<sup>th</sup> September 2025.

## How to Respond

Apply online at [Kent Graduate Programme - Jobs & Careers - Kent County Council](#)