

<b>Directorate:</b>	<b>Adult Social Care and Health</b>
<b>Unit/Section:</b>	<b>Innovation &amp; Partnerships</b>
<b>Grade:</b>	<b>KR9</b>
<b>Responsible to:</b>	<b>Innovation &amp; Partnerships Manager</b>

### **Overview of the team:**

The newly formed Innovation and Partnerships Division is set to transform our approach to care in Kent. This division will spearhead innovation, foster external partnerships, and explore new funding avenues to keep adult social care at the cutting edge. And ensure the voices of those we serve into the heart of our decision-making processes.

### **Purpose of the job:**

Provide assistance to managers within the Innovation and Partnerships Team, through effective co-ordination and optimisation of the day-to-day activities. The post holder will stimulate an environment for innovation and proactively seeking and embracing new ways of working.

The post holder will work in a creative way to support varied innovation and partnership activities which are aligned with the core principles of our Adult Social Care Strategy – Making a Difference Every Day and improve outcomes for people we support.

The post holder will work collaboratively with people who draw on care and support, ensuring they are at the centre of design and implementation of all innovations.

### **Main Duties and Responsibilities:**

- Provide support for budgetary processes, monitoring expenditure, identifying any potential under/overspend, reconcile and resolve queries to ensure compliance with KCC policy and procedures. Support with external funding applications and horizon scanning for funding opportunities. To monitor external income and spend.
- Build and maintain good working relationships and network of contact across Adult Social Care, the authority as a whole and with multi-agency partners for information exchange and to maximise potential opportunities.
- Support managers within the Innovation and Partnerships team with a range of business and personnel processes to ensure co-ordination and optimisation of the day-to-day activities within the team.
- Work collaboratively with people who draw on care and support, ensuring they are at the centre of design and implementation of all innovations. And foster positive relationships with internal and external stakeholders, work in partnership to promote and improve collaboration, co-ordination and sharing of best practice and opportunities.

- Oversee the collection of data, compile and present reports and presentations when required, undertaking research to develop and improve systems and support decision making.
- Contribute and coordinate to a range of innovation activities, including ad-hoc/complex pieces of work and longer-term projects.
- Promote an inclusive environment, promoting inclusion, taking an active role in ending all forms of discrimination, role-modelling inclusive behaviours and creating an environment in which our workforce and partners feel safe and encourage and celebrate diversity in all its forms.

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: *Innovation & Partnerships Business Support*

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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.

	CRITERIA
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Business Administration at Level 3 Apprenticeship standard or equivalent.</li><li>• Kent Manager or working towards.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Proven experience of providing professional supervision.</li><li>• Experience working in an environment with conflicting priorities and timescales.</li><li>• Experience of multi-agency / partnership working</li><li>• Experience of undertaking research, analysing data and compiling reports.</li><li>• Experience of showing initiative and autonomy in solving complex problems and supporting senior management to meet their responsibilities.</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• High level written and oral communication skills.</li><li>• Excellent project management and research skills.</li><li>• Effective report writing and presentation skills.</li><li>• Excellent organisational skills and the ability to prioritise and work independently.</li><li>• Able to remain resilient under pressure and work to tight deadlines.</li><li>• High level of motivation and initiative.</li><li>• Ability to manage and monitor budgets and resources.</li><li>• Ability to adapt effectively and drive change.</li><li>• Able to work effectively with a range of diverse teams/stakeholders.</li><li>• Commitment to equalities and the promotion of diversity in all aspects of working.</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Knowledge of Business Support services and processes.</li><li>• Good understanding and participation in integrated/multiagency working.</li><li>• Working knowledge and understanding of financial procedures and process appropriate to the role.</li><li>• Knowledge and understanding of local government and the role of the council and how governance informs and affects decision making in organisations.</li></ul>

<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <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</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>
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