

# Kent County Council

## Job Description: Senior Business Development Officer

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<b>Directorate:</b>	<b>Growth, Environment and Transport</b>
<b>Unit/Section:</b>	<b>Environment and Circular Economy</b>
<b>Grade:</b>	<b>KR10</b>
<b>Responsible to:</b>	<b>Environmental Infrastructure &amp; Compliance Manager</b>

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

The Senior Business Development Officer is a role focused on delivering projects to drive growth and innovation within the Resource Management and Circular Economy division. This position is responsible for the delivery of a variety activities and projects that bring significant council savings and enhance service efficiencies, contributing to the overall sustainability and effectiveness of KCC's Resource Management operations.

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

1. Lead the delivery of a range of projects (e.g. infrastructure, maintenance or policy based ones) from across RMCE to achieve council savings targets, service efficiencies and legislative compliance. This will include monitoring and evaluation of project progress, identifying any scope for improvement or any problems or constraints as determined by legislation and national and local policy.
2. Identify and propose areas for future improvement of project delivery, including embedding innovation and lessons learned into future projects.
3. Work with teams to update pipeline of projects, having due consideration of strategic aims of both RMCE and the wider Directorate/Council.
4. Report project progress to senior managers and if required, members, through attendance at meetings and development of briefing notes.
5. Keep abreast of emerging legislative and regulatory changes and developing technologies that affect wider deliver of the service. Advise and propose changes to senior management to ensure ultimate compliance as well as highlighting service risks and opportunity.
6. Monitor and undertake any relevant commissioning activity, as agreed with senior managers, to ensure that overall project objectives are met ensuring that circularity in the supply chain is considered in both service design as well as project delivery.
7. Maintain regular and effective communication with stakeholders, including recommendations and reports on projects to ensure that informed decision-making takes place.
8. Develop specialist knowledge of stakeholder engagement, and relevant services and initiatives related to the projects to enable informed decision-making throughout the various stages of the project and to ensure effective briefing to all stakeholders.

9. Carry out any other duties as might be required commensurate with the responsibility and grading of the post.

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.

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## Person Specification: Senior Business Development 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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Level four qualification in relevant field or equivalent knowledge/professional experience</li><li>• A recognised Project Management qualification or willingness to work towards one</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Project Management and Efficiency Management experience in a relevant field</li><li>• Experience of the delivery of key service projects, to deliver savings/income, including the development of business cases</li><li>• Joint working and working with partnerships at a local, regional or national level</li><li>• Implementing low carbon, circular economy or waste related projects or pilots</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Excellent communication skills (both verbal and written) to communicate with people at all levels</li><li>• Excellent presentation and negotiation skills</li><li>• Ability to build relationships across organisational and professional boundaries and to work collaboratively with varied stakeholders</li><li>• Ability to analyse and interpret complex data</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Good knowledge of local government</li><li>• Awareness of national legislation and good practice in sustainability and waste management</li><li>• Up-to-date knowledge of research and policy developments which impact on the project areas</li><li>• Awareness and responsiveness to political issues</li><li>• Knowledge and understanding of budgetary and financial procedures including external funding mechanisms</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>

Our values enable us to build a culture that is:

**Flexible/agile** - willing to take (calculated) risks and want people that are flexible and agile

**Curious** - constantly learning and evolving

**Compassionate and Inclusive** - compassionate, understanding and respectful to all

**Working Together** - building and delivering for the best interests of Kent

**Empowering** - Our people take accountability for their decisions and actions

**Externally Focused** - Residents, families and communities at the heart of decision making