

## Kent County Council

Job Description: *Sustainable Business Project Officer*

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<b>Directorate:</b>	<b>Growth, Environment and Transport</b>
<b>Unit/Section:</b>	<b>Environment, Planning &amp; Enforcement / Sustainable Business &amp; Communities</b>
<b>Grade:</b>	<b>KR8</b>
<b>Responsible to:</b>	<b>Sustainable Business Programme Manager</b>

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

The Sustainable Business Team at Kent County Council are recruiting for a Sustainable Business Project Officer that will be responsible for day-to-day delivery and operation of the Low Carbon Across the South and East 3 (LoCASE 3) project, including grant administration, business engagement and output monitoring.

The LoCASE programme works with SMEs across multiple Local Enterprise Partnership (LEP) areas to provide assistance and guidance for SMEs wanting to optimise the use of resources and adopt eco-innovative and low carbon solutions in ways that improve business performance in terms of resilience, profitability and competitiveness, at the same time creating jobs and contributing to the protection of the environment. The programme also aims to increase SME competitiveness by providing advice, support and grants to reduce operational costs through resource efficiency and business resilience and to enhance their eco credentials.

The post will be based within the Sustainable Business Team which enables the growth of the Low Carbon Environmental Goods (LCEGS) sector by supporting eco-innovative companies to ensure an increasing supply and awareness of these goods and services. The Sustainable Business Team is part-funded by the European Structural Investment Funds (ESIF) and ERDF Interreg programmes. This role and team sits within the Sustainable Business & Communities Service, which is responsible for the Kent Environment Strategy and seeks to achieve positive outcomes across Kent's environment, health and the economy.

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

- Provide comprehensive administrative support to the Sustainable Business Programme projects and activities, including co-ordination of information relating to the project expenditure, deliverables, outputs and results; liaising with external partnership agencies where appropriate; and evaluating evidence as required to ensure the Sustainable Business Programme Manager is able to make fully informed decisions concerning future developments and delivery of the programme.

- Deliver agreed aspects of the Sustainable Business Programme communications plan to effectively engage, raise awareness and build capability of stakeholders at a local level. Continually seek opportunities to expand and maintain the stakeholder network to ensure all key sectors are represented and good practice is shared within and across the public and private sectors.
- Assist with and deliver specific aspects of the Sustainable Business Teams projects and activities; liaising with internal and external partners as necessary, and facilitating good partnership working internally and across Kent and beyond.
- Monitor and record progress against established project plans; preparing summary reports from research, evaluating processes and making conclusions from the analysis.
- Prepare evidence and documentation for financial claims and activity reports; working with the Project Manager and finance team to ensure the funding body requirements are met and only eligible expenditure is claimed in accordance with EU regulation
- Analyse and present information using a variety of techniques and tools; including written reports, oral presentations, spreadsheets, databases and other technical tools.
- Supervise the Project Support Officers in the processing, maintenance and monitoring of financial records relating to expenditure and income (e.g. invoices, expenses and timesheets) to ensure that financial information and procedures are accurate, up to date and conform to both KCC and the funders' procedures

Footnote: 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.

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### Person Specification: *Sustainable Business Project Officer*

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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>	<ul style="list-style-type: none"><li>• NVQ level 3 or equivalent</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Experience of project compliance and monitoring</li><li>• Experience of assisting with projects using external funding (ERDF or similar)</li><li>• Experience of working as part of a team</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>• Strong organisation and administration skills</li><li>• Excellent skills in Word, Excel, PowerPoint and other Microsoft packages</li><li>• Highly motivated and able to work as part of a team and individually to meet strict deadlines and targets</li><li>• Able to work outside of the immediate work environment if required across Kent and including foreign travel</li><li>• Ability to give advice relating to new situations with a full understanding of the background relating to your decisions and their long term impact</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Good knowledge of a wide range of business and project administrative processes and procedures</li><li>• Good understanding of customer care</li><li>• Interest in environmental sustainability and the green agenda</li></ul>
<b>BEHAVIOURS AND KENT VALUES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"><li>• <b>Open</b></li><li>• <b>Invite Contribution and Challenge</b></li><li>• <b>Accountable</b></li></ul> <p><b>Behaviours:</b></p> <p><b>Empowerment and Enterprise:</b></p> <ul style="list-style-type: none"><li>• Have a 'can do' attitude, be positive, deal with things here and now</li></ul>

	<p><b>People and Partnerships:</b></p> <ul style="list-style-type: none"><li>• Be customer-focused</li><li>• Co-operate with partners and colleagues to achieve common goals</li></ul> <p><b>Outcomes and Delivery:</b></p> <ul style="list-style-type: none"><li>• Understand the priorities and work within the agreed timescales</li><li>• Tools and Professionalism</li><li>• Speak and act professionally at all times</li></ul>
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