

## Kent County Council

### Job Description: *Senior Business & Asset Development Officer*

---

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

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

The Senior Business & Asset Development Officer is focused on delivering projects and managing assets within the Resource Management and Circular Economy (RMCE) service. This position is responsible for the delivery of a variety of activities and projects that bring significant council savings, ensure compliance with legislation 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 modernisation , asset maintenance, operational improvement or policy development) 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. Manage the Asset Management Plan for all operational sites, incorporating planned preventative maintenance, lifecycle costing, risk mitigation measures and long term investment needs
3. Oversee maintenance and upgrade works to waste and environmental infrastructure ensuring contractor performance, value for money, compliance with health and safety requirements and minimal disruption to operational services.
4. Identify and propose areas for future improvement of infrastructure works and project delivery, including embedding innovation and lessons learned into future projects.
5. Monitor against milestones and report project progress to senior managers and if required, members, through attendance at meetings and development of briefing notes.
6. Monitor and undertake any project relevant commissioning, planning, permitting or lease negotiation activity, as agreed with senior managers, to ensure that overall project objectives are met..
7. 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.

8. Maintain regular and effective communication with all stakeholders (internal teams, contractors, consultants and external organisations), including recommendations and reports on projects to ensure that informed decision-making takes place.
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 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: *Senior Business & Asset 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 4 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> <li>• Ability to think creatively and manage multiple competing demands simultaneously</li> <li>• Ability to effectively plan and implement projects</li> <li>• Excellent organisational and co-ordination skills.</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 of 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> <p>Our values enable us to build a culture that is:  <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>
--	--