

Directorate: Children, Young People and Education
Unit/Section: Education and SEN Directorate
Grade: KR9
Responsible to: Education Officer – Mainstream Inclusion

Purpose of the Job:

Support, monitor and review a range of projects, leading on specific work packages where appropriate and providing advice and support to managers within the Directorate, in order to ensure effective project implementation in line with budgets and timescales.

Provide project management support and assistance to specific Inclusion project activities in line with the project methodology and approach most suitable to meet the needs of the directorate, ensuring a flexible and adaptive way of working.

Main duties and responsibilities:

1. Support a range of Inclusion projects and work streams across the Directorate, co-ordinating project proposals during the pre-assessment phase, assisting the development of the business case and providing advice and support to Project Managers and colleagues, in order to ensure the successful implementation and completion of projects within the defined processes and to the appropriate timescales.
2. Maintain a robust monitoring and quality control system for projects, in line with the project methodology and approach most suitable to meet the needs of the directorate, providing regular reports as required, to enable the provision of informed data to senior management, ensuring that projects are on target and enables the identification and prompt reporting of budget targets and anomalies.
3. Support the ongoing project evaluation process, maintaining efficient and effective monitoring systems, identifying emerging trends and including the provision of data from a range of sources, as well as qualitative research exercises, to ensure ongoing project improvement.
4. Maintain regular and effective communication with colleagues at all levels within the Directorate and beyond, as well as multi-agency partners, organising meetings, attending team briefings, preparing and delivering briefings when required, in order to promote projects and ensure the delivery of high-quality outcomes.
5. Deliver presentations and facilitate workshops to a variety of audiences, both internal and external to the organisation using a variety of methods tailored to the needs of the audience in order to promote a wider understanding and appreciation of the projects involved.

6. Monitor the project's performance, contributing to the planning process and escalating any concerns to the project managers attention, in order to ensure that the most effective use is made of resources and that the needs of the project are fully met.
7. Carry out regular reviews of project risks, issues and performance to ensure effective project delivery and achievement of identified outcomes.

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: Inclusion Project Assistant – Education and SEN

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
QUALIFICATIONS	<ul style="list-style-type: none">• NVQ4 or equivalent and/or holding or working towards a full professional qualification• Willingness to work towards further relevant qualifications
EXPERIENCE	<ul style="list-style-type: none">• Previous experience of managing projects.• Experience of working with different partner organisations and agencies.• Experience of supporting the development and implementation of new initiatives from scratch.• Experience of supporting the development and delivery of projects and obtaining feedback.• Experience of carrying out quality assurance and evaluation processes.• Experience of record-keeping.• Experience of managing budgets and forecasting.• Experience of delivering presentations and presenting information to a diverse audience including senior managers.
KNOWLEDGE	<ul style="list-style-type: none">• Good knowledge of background issues relating to specific project areas.• An understanding of the Directorate, agency policies and national initiatives.• An understanding of local government and the expectations of service users.• Good understanding of inter agency and partnership working.• Understanding of the main agendas, structure and purpose of the Directorate.• Knowledge of relevant legislation which will impact on the projects concerned.
SKILLS/ABILITIES	<ul style="list-style-type: none">• Ability to work with a range of IT systems where applicable.• Ability to work within a multi-agency environment.• Ability to support projects which are complex in terms of scale, structure and impact.• Ability to gather information and produce reports.• Ability to manage time effectively and prioritise own workload.

	<ul style="list-style-type: none"> • Presentation skills. • Excellent communication, interpersonal, negotiation and problem-solving skills. • Good organisation, planning and report-writing skills. • Ability to work to tight deadlines. • Proven skills in a project management environment. • Analytical and research skills. • Ability to lead a group as well as working efficiently in a team.
BEHAVIOURS AND KENT VALUES	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make