

Kent County Council

Job Description : KEP Project Opportunities Manager

Directorate	Strategic and Corporate Services
Unit/Section	Infrastructure / Business Relationships and Partnerships
Proposed Grade	KR12
Responsible to	Business and Partnership Development Manager

Job Purpose

Work with the organisations in the Kent Estates Partnership (KEP) to develop a project roadmap of potential partnership opportunities, including those with central government. Identify projects across the county and work in a multi-agency way to assess initial feasibility and develop draft project briefs. Document project opportunities and map, assess and prioritise projects for suitability for Brownfield Land Release Funding (BLRF), One Public Estate (OPE) and other funding calls. Liaise closely with each partner organisation to support them in bringing forward their individual projects to bid-ready stage.

Accountabilities

1. Meet with KEP partners and collect data on potential partnership projects. Update property leads with information on future partnership projects and funding streams.
2. Analyse data relating to land, buildings or construction projects across the partnership and develop project pipeline of prioritised and categorised partnership opportunities for optimisation and improvement of public sector estate.
3. Provide professional advice and recommendations on opportunities for partnership projects relating to land, property, or construction
4. Work with external stakeholders in the public, voluntary, community and private sectors to drive common outcomes and synergies. Nurture new partnerships and existing ones to optimise KEP's outcomes, and work to identify and innovate new projects that release latent value, add financial, social/ policy or investment value and /or improve the overall experience or service to KEP partners.
5. Engage with internal (Kent County Council) teams including Economic Development, Infrastructure, Market towns, Thames Estuary and Infrastructure Deal and other large projects within the county.
6. Prepare outline proposals for projects for OPE, BLRF and other funding bids in conjunction with the appropriate partner leads.
7. Ensure that all intelligence and property outcomes from work undertaken is properly recorded and kept up to date. Update OPE and KEP board with relevant information on project pipeline development and outcomes.

8. Maintain or develop an understanding of One Public Estate (OPE) Programme core objectives, Government policies like Levelling up, Net Zero, Social Value, regeneration, and land release strategies to promote partnership opportunities.
9. Adopt such key principles in all matters to ensure the compliance with relevant legislation including, GDPR, Financial Regulations, the Government's Prevent Agenda, Safeguarding, Best Value 2012, Care Act 2014, Public Services Act 2012, Equality Act 2012 and other such.
10. Support the Business and Partnerships Development Manager in advising on all matters relating to KEP Partnership projects.

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: KEP Project Opportunities Manager

Qualifications	Educated to Degree level education or equivalent professional qualification in a building related, Project Management or Financial field
	Evidence of completing the requirement for annual Continuing Professional Development if applicable.
Experience	Operational Asset Management of a Local authority or institutional property portfolio and delivering change
	Delivering financial efficiency and outcomes and managing projects within parameters set
	Innovating new solutions / modernising services and estates.
	Concluding negotiations that have led to positive outcomes.
	Enhancing performance of property assets and mitigating its running costs
	Demonstrable experience of partnership working within a public sector setting
Skills and Abilities	Ability to gain trust and buy in from other stakeholders, to turn strategic outcomes into real plans for action and communicate this effectively within and outside the Council.
	Able to work on own initiative, taking responsibility for actions and decisions surrounding area of accountability
	Ability to flexibly and sensitively operate within a transforming environment
	Strong analysis, interrogation, and challenging skills in order to obtain evidence to develop and support policy, strategy, and negotiations. Including risk, financial data, legal and other information.
	Strong ability to write comprehensive reports and craft presentations and other such communication methods.
	Excellent written and verbal communication skills and be able to adapt the communication style to suit different audience.
	All round knowledge of property, portfolio management and how it can be operated and managed effectively in an operational environment with limited resource
Knowledge	Importance of risk management, customer focus, operation in an

	environment with political sensitivities.
Kent Values and Cultural Attributes	<p><u>Kent Values</u></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 <p><u>Cultural Attributes</u></p> <ul style="list-style-type: none"> • Compassionate & inclusive • Working together – building and delivering for the best interests of KCC • Externally focused – residents, families, and communities at the heart of decision making • Flexible/agile – willing to take (calculated) risks • Empowering – our people take accountability for their decisions and actions <p>Curious – constantly learning and evolving</p>

Organisational Responsibilities

All Corporate Directors, Directors and Heads of Service have an explicit responsibility to work as part of a team to deliver, collectively, the agenda of the County Council. These are fundamental elements of their role not an addition and are summarised as follows

Whole Council

- Seek to improve the lives of all residents in Kent and the economy of Kent
- Act as corporate parent to the Council's Looked After Children
- Take an active role in promoting and ensuring the Council's responsibilities for safeguarding are met
- Understand, communicate and contribute to the delivery of KCC's strategic aims
- Meet statutory obligations and promote and ensure compliance with policies and procedures and the Council's Code of Conduct (Kent Code)
- Advise elected Members and support the democratic process
- Promote the Council brand and enhance the overall reputation of the Council
- Understand and monitor the measures of performance, including customer insight, which define successful outcomes for KCC services
- Maintain and ensure a relentless focus on the customer
- Act to support the Council-wide need to deliver services within budget, thereby avoiding an overspend that could damage the financial viability of the Council
- Overcome professional and service silos to achieve the County Council's objectives

Integration of Services

- Focus resources where they have the biggest impact
- Deliver services that are flexible and adaptable
- Integrate services within KCC and work with partner agencies to ensure a seamless customer experience
- Fully and inclusively engage all staff in the delivery of services, demonstrating the Council's leadership values and competencies

Embedding Commissioning and Engaging Relevant Markets

- Establish an outcome focused organisation
- Meet the financial regulations and standing orders of KCC
- Challenge the status quo and engage with the market to constantly improve
- Ensure all services are delivered effectively and efficiently
- Proactively and continuously seek to improve service delivery
- Proactively manage risk to avoid inertia whilst not exposing the Council to needless and avoidable challenge or loss

Managing Change

- Understand and support the Authority's overall change agenda
- Deliver required outcomes of service specific change on time and to budget
- Understand the quality of staff, support their development, nurture those with talent
- Identify the skills for the future and the level of staff through robust workforce planning
- Identify and deal with underperformance
- Deliver to agreed budget and income targets