Kent County Council Job Description: Workforce Development Programme Officer

Directorate: **Strategic and Corporate Services**

Unit: **HR/OD**

Proposed Grade: **KR11**

Responsible to: **Workforce Development Strategy manager**

Purpose of the Job:

Manage and deliver complex programmes for the Workforce Development function working across the HR/OD function, Directorates and external partners, to ensure that all project mandates are delivered effectively, to the required standard, within the agreed deadlines and inbuilt evaluation of strategic requirements are delivered.

Main duties and responsibilities:

- Manage a range of complex strategic WD programmes, developing, managing and delivering comprehensive programme plans in liaison with key stakeholders and business streams, providing regular status reports to inform senior management at all stages.

- Undertake analysis to define the requirements for the project mandates and secure adequate resources for the development of the project to ensure that professional input is provided from an operational and functional perspective to enable the project to be delivered elsewhere in the HR/OD function.

- Monitor project progress and lead the resolution of project issues, including any changes which will impact on the project, in order to ensure that the project plan will deliver programme objectives within the specified budget and timescales and to the specified standard, and will offer value for money.

- Liaise with senior colleagues within KCC and external partner agencies in order to ensure that the aims and objectives of the programmes will deliver KCC strategic outcomes.

- Evaluate the impact of programmes, identifying resulting additional issues, risks and areas for development as they arise, and recommending appropriate action and proposals for change, in order to maximise the long-term effectiveness of individual programmes to the organisation.

- Provide specialist project advice and support, as well as operational direction where necessary to projects

Kent County Council Person Specification: Workforce Development Programme 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.

	CRITERIA
QUALIFICATIONS	• Programme and project management qualification such as APM or MSP or equivalent experience • CIPD Level 7 or equivalent experience
EXPERIENCE	• Established experience of working in HR/OD/WD • Established experience in managing strategic programmes • Established experience of working within the local government sector • Proven record of achievement relating to developing effective communication at all stages of the programme • Established experience of managing and monitoring budgets with an awareness of appropriate Financial Regulations
SKILLS AND ABILITIES	• Excellent project and programme management skills to enable scrutiny and oversight of programme delivery • Ability to monitor significant budget and resources • Excellent interpersonal and communication skills, including networking, advocacy and negotiating written skills • Effective report-writing and presentation skills • Ability to be innovative and able to influence and inspire cultural change • An organised, systematic and analytical approach is necessary and the ability to accommodate a wide and complex range of issues • Commitment to equalities and the promotion of diversity in all aspects of working
KNOWLEDGE	• Sound knowledge of how to align HR&OD with Business objectives • Sound understanding of the impact of workforce development on engagement & performance • Significant understanding of the principle of strategic programme management. • Knowledge of local government

BEHAVIOURS AND KENT VALUES	Brave – do the right thing, accept and offer challenge
	Curious – questioning custom and practice, demonstrate willingness to innovate and improve
	Compassionate – we are compassionate, understanding and respectful to all
	Strong together – we are strong together by sharing knowledge
	Responsible – we are all responsible for the difference we make