

Kent County Council  
Job Description: *Asset Assistant*

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<b>Directorate</b>	<b>Deputy Chief Executive's Department</b>
<b>Unit/Section</b>	<b>Infrastructure</b>
<b>Grade</b>	<b>KR9</b>
<b>Responsible to</b>	<b>Strategy Manager</b>

**Purpose of the Job:**

Support strategy reviews across the Infrastructure and the Estates and undertake appropriate tasks as directed so that the reviews are effectively and efficiently undertaken seeking to optimise performance against agreed objectives, working between services, other internal and external stakeholders and partners and the Infrastructure service as directed. Deliver small projects of change management given objectives and targets, ensuring that workstreams are delivered in a timely way.

**Main duties and responsibilities:**

1. Supporting projects through analysing and evaluating the performance of services and resources / assets as required and applying appropriate measures and indicators which identify areas of change, optimisation, and improvement.
2. Preparing presentations for briefings, workshops, consultations etc. relevant to allocated projects, gathering data and requirements, and presenting data, analysis, and options as required.
3. Work as instructed with external stakeholders in the public, voluntary, community and private sectors to deliver common outcomes and synergies as instructed. Support 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 KCC's staff, customers, and clients.
4. Work with colleagues to improve the overall customer experience through sharing of information from strategy reviews and other such projects. Ensure that all intelligence and outcomes from work undertaken is properly recorded and kept up to date.
5. Support change programmes, providing information and data to enable the development of measurable delivery plans, managing risk and resources as required to deliver identified outcomes to time and budget with the support of the whole property team. Support the delivery of projects through appropriate measurement and monitoring, completing tasks and escalating as appropriate.

6. Support the Strategy Managers in the portfolio performance forecasting, and prioritisation of the Property Infrastructure budgets and improvement requirements through effective measuring and monitoring.

7. Support the development, adoption and delivery of policies, strategic documents, financial planning of income and expenditure as required and participate as a team member in all Infrastructure activity as required.

8. Support the development of early feasibility of options being considered to inform early decision making to ensure resources are effectively used by producing high level space planning and cost estimates to identify whether options should be developed further. Support developing these into business cases as required.

9. Ensure that all key principles instructed by your manager are included within your area of responsibility.

10. Responsible for delivering a customer centric approach and displaying customer focused, professional and empathetic behaviour. Provide excellent service and deliver a high quality and putting the customer at the heart of every aspect of the work.

11. Responsible for stimulating an environment for innovation with opportunities to plan new interventions that will drive innovation and proactively embracing new ways of working. Consistently looking at the current way of working to see how this can be improved.

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: *Asset Assistant*

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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>	Educated to NVQ 4 level or equivalent or experience in a related environment.
<b>Experience</b>	Some related experience in a Local authority, corporation or institution
	Supporting financial efficiency and managing projects, delivering outcomes within parameters set
	Supporting change management, innovation and modernisation of services and estates desirable.
	Experience of a one team approach and working collaboratively with a wider team
	Demonstrable experience of partnership working within a public sector setting at different levels
<b>Skills and Abilities</b>	Good planning, organisation and management
	Excellent written and verbal communication skills and be able to adapt the communication style to suit different audience.
	Ability to gain trust and buy in from other stakeholders
	Ability to flexibly and sensitively operate within a transforming environment.
	Analysis skills in order to obtain evidence to develop and support policy, strategy and negotiations. Including risk, financial data, legal and other information.
	Ability to draft reports and prepare presentations and other such communication methods.
	Able to work on own initiative, taking responsibility for actions and decisions surrounding area of accountability
<b>Knowledge</b>	Some knowledge of property and portfolio management and how it can be operated and managed effectively in an operational environment with limited resource.
	Use of databases, spreadsheets, presentation software etc.

	Financial and data analysis techniques.
<b>Kent Values and Cultural Attributes</b>	<p>Knowledge of the importance of risk management, customer focus, operation in an environment with political sensitivities.</p> <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:</p> <p><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> <p>(If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)</p>