

Kent County Council

Job Description: *Business Management Officer*

Directorate:	Chief Executive's Department
Unit/Section:	Finance
Grade:	KR9
Responsible to:	Business Manager

Purpose of the Job:

Contribute to the attainment of core business objectives and the fulfilment of corporate requirements and responsibilities across a wide range of policies, projects and other initiatives. Lead and manage project activities, provide professional support and deliver a high-quality administrative service to the Finance Division. Lead on specific work packages where appropriate and support the delivery of strategic projects and initiatives involved with process change and continual improvement, resulting from internal review or external review.

Main duties and responsibilities:

1. Provide support to the Finance Leadership Team as required, including but not limited to: diary management, organisation of meetings (including production of forward plan agenda and preparation of minutes), i-procurement purchases and assistance in the preparation of various papers/documents in different mediums. For projects and initiatives, manage and enable the delivery of that promoted by the Directorate to ensure the successful implementation and completion of projects within the defined processes and to the appropriate timescales.
2. Lead and deliver the Division's internal and external engagement plan and ensure that the Division's presence on both internal and external digital platforms contains accurate, up to date and easy to read information including the divisional newsletter and job vacancies. Be responsible for the integration and improvement of access to shared information and databases across the Division including Microsoft Teams.
3. Assist senior finance staff in defining the policies and standards relating to particular projects, in accordance with national guidelines, legislation and KCC corporate standards. Support the creation of guidelines and standards for the Directorate to adopt as best practice by maintaining regular and effective communication with colleagues at all levels within the Directorate and beyond, as well as multi-agency partners.
4. Support the robust monitoring and quality control system for projects, providing written and verbal reports, to enable the provision of data analysis to senior management. Support the response to audit/review findings as appropriate. Support financial control of projects, escalating anomalies, to help ensure project priority needs are planned and resources recognised. Maintain effective communication to manage projects. Support the development and implementation of contingency plans where appropriate.
5. Support the management of project and staff processes, maintaining efficient and effective monitoring systems. Manage, monitor and evaluate the progress of projects,

identifying any scope for improvement where problems or constraints. Evaluate emerging trends, providing data from a range of sources, as well as qualitative research exercises, to encourage ongoing service or project improvement.

6. Co-ordinate and report on Freedom of Information Act requests relating to the Division with regular analysis, interpretation and reporting of statistics to the Corporate Director and Finance Leadership Team. Implement and enable access to a shared database of FOI responses made by Finance using the i-casework system and other tools as relevant. Lead on the management of the Finance FOI mailbox.
7. Manage the administrative process in respect to maintaining and updating Finance job descriptions and structure charts, in liaison with line managers as appropriate, to reflect Divisional requirements.
8. Support the preparation of business plans across the Division and the collation of individual team plans within the Divisional business plan. Support the preparation and update of the Divisional risk register and assist with performance monitoring and reporting.
9. Develop specialist knowledge of relevant services to support the commissioning of new projects, gathering relevant information on national and local initiatives and legislation. Enable good practice to be shared across Directorates and with partnership agencies, to contribute to future funding opportunities and strategic goals.

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.

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Person Specification: *Business Management 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	<ul style="list-style-type: none">• Educated to NVQ Level 4/ 5, or equivalent, or proven ability to deliver the requirements of the post• Willingness to work towards an appropriate project or programme management qualification, if required.
EXPERIENCE	<ul style="list-style-type: none">• Experience of working for senior management teams and with people across all levels of the organization (joint and multi-partnering).• Project management experience within a relevant field, including supporting budget management.• Experience of meeting regular tight deadlines and record keeping.• Experience in analysing, validating and reporting on management information in line with business needs• Experience of supporting the development and delivery of services and obtaining feedback.• Experience in supporting quality assurance and evaluation processes.
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Excellent written and verbal communication skills in managing projects• Excellent organisational and planning skills, with the ability to think creatively• Research, analytical and interpretive skills• IT Skills in MS Office and web application platforms such as MS SharePoint• Problem-solving ability with ability to prioritise and challenge• Ability to maintain confidentiality• Commitment to equalities and the promotion of diversity in all aspects of working• High level of co-ordination skills when arranging meetings, events and appointments and ability to take accurate notes and minutes of meetings and take a proactive approach in tracking action points and correspondence

KNOWLEDGE	<ul style="list-style-type: none"> • Awareness of legislation, policy and research in specific project management areas • An understanding of local government service areas and the expectations of service users. • Good understanding of inter-agency and partnership working and political issues • Understanding of the main agendas, structure and purpose of the Finance Directorate. • Awareness of KCC's Financial Regulations • Understanding of Outcomes Based Accountability, KPIs, and other similar quality management reporting systems.
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