

## Kent County Council

Job Description: *Sustainable Business Project Manager*

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<b>Directorate:</b>	<b>Growth Environment and Transport</b>
<b>Unit/Section:</b>	<b>Sustainable Business &amp; Communities</b>
<b>Grade:</b>	<b>KR10</b>
<b>Responsible to:</b>	<b>Sustainable Business Programme Manager</b>

### **Purpose of the Job:**

The Sustainable Business & Communities Team is responsible for the Kent Environment Strategy implementation plan with our partners to achieve outcomes for Kent's environment, health and the economy and further embed across KCC's corporate policies, strategies and commissioning

The post will be based within the Sustainable Business Team which enables the growth of the Low Carbon & Renewable Energy Economy (LCREE) and Environmental Goods & Services Sector (EGSS) by supporting eco-innovative companies to ensure an increasing supply and awareness of these goods and services. The Sustainable Business Team also work to increase SME competitiveness by providing advice, support and grants to reduce operational costs through resource efficiency, business resilience and to enhance sustainability credentials.

The Sustainable Business Team is part-funded by the European Structural Investment Funds (ESIF) and Interreg EU funding. It delivers a range of projects both locally within Kent & Medway and across the South East Local Enterprise Partnership area. As such, this post will mean working on not just Low Carbon Across the South and East (LoCASE) but also delivery managing other key project activity for BLUEPRINT To A Circular Economy, Upcycle Your Waste, South East New Energy, Inn2POWER, C-Care's Green Recovery Voucher Scheme and Growing Green. This is a pivotal time for not just transitioning to a low carbon economy but also securing follow on funding as we enter new routes to funding and co-financing project design and delivery.

### **Main Duties and Responsibilities:**

1. To lead and co-ordinate technical delivery of sustainability and low carbon projects to ensure the delivery of the Kent Environment Strategy, Energy and Low Emission Strategy, Tri-LEP Energy Strategy, working in partnership with the Public and Private Sector and other key delivery partners.
2. Ensure effective and efficient implementation of programme activity that are delivered on time, on budget and as described in project application/funding agreement/initiation documents.
3. Gather, analyse and report on data and information to provide expert advice, guidance and assistance to key sectors and stakeholders in the delivery of the Sustainable

Business Programme. Maintain an up-to-date knowledge of environmental and low carbon related research and best practice.

4. Directly liaise and work with priority sectors and key stakeholders (including internal and external partners) to design, develop and deliver tools, techniques, training and guidance documents to build upon the pre-existing work of the Low Carbon Kent portfolio.
5. Oversee the implementation of local pilot activity on Interreg projects including consultant and stakeholder management to ensure that overall project objectives are met.
6. Deliver project communication, engagement and partnership building activities with owners of small and medium enterprises in the Kent and Medway low carbon economy, including strategic planning and facilitation of meetings, workshops and events.
7. Devise, commission and deliver or supervise low-carbon and sustainability training and capacity building programmes for businesses.
8. Manage, in conjunction with colleagues, local project budgets. Meet all procurement and reporting requirements from the funders and Kent County Council.

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: *Sustainable Business Programme Manager*

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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>	<ul style="list-style-type: none"><li>• Graduate level qualifications in an environmental discipline or equivalent knowledge/professional experience.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Experience of delivering projects using external funding (ERDF/Interreg or similar)</li><li>• Substantial project management experience in a relevant field including budget management</li><li>• Experience of delivering a project which has provided grants/loans to an external customer base</li><li>• Experience of liaising with sub-contractors to deliver work for a project</li><li>• Experience in environmental management and/or economic development</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• High order interpersonal skills to deal with stakeholders, partners and other senior professional staff, including staff in partner agencies.</li><li>• Excellent communication skills of all types applied to a wide variety of needs and audiences.</li><li>• Enthusiasm and the ability to get jobs done.</li><li>• Excellent organisational skills and ability to prioritise and work independently.</li><li>• Ability to work accurately under pressure of deadlines.</li><li>• Must work well in a team.</li><li>• Applicant must be able to take instructions as well as lead on projects.</li><li>• Strong ICT skills (Word, Excel, Outlook, PowerPoint)</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Excellent knowledge of sustainability, energy and low-carbon sector.</li><li>• Excellent knowledge of effective engagement and communication techniques</li><li>• Excellent knowledge of business and supply chain support</li><li>• Excellent knowledge of local authority responsibility</li></ul>
<b>BEHAVIOURS AND KENT VALUES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"><li>• We are brave. We do the right thing, we accept and offer challenge</li><li>• We are curious to innovate and improve</li><li>• We are compassionate, understanding and respectful to all</li><li>• We are strong together by sharing knowledge</li><li>• We are all responsible for the difference we make</li></ul>

	<p><b>Openness</b></p> <ul style="list-style-type: none"> <li>• Act with integrity, honesty and transparency</li> <li>• Welcome and expect change and evolving technology</li> <li>• Work in new ways</li> <li>• Be willing to learn</li> <li>• Work as a whole council</li> <li>• Treat people fairly and with respect</li> </ul> <p><b>Invite Contribution and Challenge</b></p> <ul style="list-style-type: none"> <li>• Work collaboratively to find new solutions</li> <li>• Innovate</li> <li>• Put the interests and wellbeing of customers first</li> </ul> <p><b>Be open to challenge</b></p> <ul style="list-style-type: none"> <li>• Actively encourage and expect contribution Accountability</li> <li>• Do more for yourself</li> <li>• Take personal and professional responsibility for your actions and performance</li> <li>• Deliver at pace</li> <li>• Look for ways to save money</li> <li>• Look for commercial opportunities</li> <li>• Focused on outcomes</li> </ul>
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