

Kent County Council

Job Description: Kent Marmot Coastal Region Coordinator

Directorate:	Adult Social Care and Health
Unit/Section:	Public Health
Grade:	KSH
Responsible to:	Kent Marmot Lead or Deputy Director of Public Health (in the absence of the Lead)

Purpose of the Job:

The postholder will support the co-ordination, implementation and delivery of projects supporting the Kent Marmot Coastal Region towards improving health and reducing health inequalities, through action on the social determinants of health.

In particular, the postholder will support the delivery of Marmot Accelerator projects aimed at getting individuals with high levels of need into work and improving skills for work.

The postholder will support the development of the Marmot Region, identifying and liaising with local partners and ensuring the alignment of the work with coastal Health Alliances.

Monitor the implications of legislation and local and national initiatives which may impact on coastal communities and stakeholders.

The postholder will work to support the Programme Lead in developing and delivering the Marmot Region, with professional support and guidance from officers across KCC Public Health.

Main duties and responsibilities:

- Support the delivery of a range of projects and programmes across the coastal region at all stages of the project cycle, as directed by the Programme Lead, including project initiation, planning, management and consultation, in order to ensure effective, efficient and high-quality projects and programmes within defined processes and to the appropriate timescales.
- Monitor and evaluate the progress of the Marmot Region, identifying any scope for improvement to current projects/programmes or any problems or constraints as determined by legislation, national and local initiatives.
- Maintain regular and effective communication with Senior and Chief Officers and Health Teams including recommendations and reports on projects in order to ensure that informed decision-making takes place.
- Develop specialist knowledge of relevant services and initiatives related to the projects to enable informed decision-making throughout the various stages of the project and ensure effective briefing of Members, Senior Officers and other stakeholders.

- Provide support to the Marmot Lead in the planning and monitoring of project budgets to ensure tight financial control and the effective use of resources.
- Develop and implement contingency plans so that any services affected by the project can continue to be provided if the original plan does not meet particular timescales.
- Promote the project within the coastal area and across partnership agencies at a strategic level to ensure full user and stakeholder participation in the development of appropriate initiatives.
- Prepare a business plan for Marmot Accelerator projects, to reflect the requirements of any funding and to ensure the appropriate development of services via targeted projects.
- Develop, maintain and analyse monitoring and audit information for all stages of the project, in order to ensure that all relevant standards are met.
- Create new partnerships as well as maintaining existing partnerships with other local and national organisations, specifically to broaden the scope of projects/programmes through best practice and information exchange and to maximise potential income opportunities.

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: Kent Marmot Coastal Region Project 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">• NVQ 4 to 5 or equivalent and full professional qualification. Willingness to work towards an appropriate• Project or Programme Management qualification if required
EXPERIENCE	<ul style="list-style-type: none">• Substantial project management experience within a relevant field• Experience of joint working and working in multi-agency partnerships at a local, regional and national level• Experience in working with local district and boroughs• Managing budgets and forecasting• Direct experience of work involving analysis or review in a range of settings• Experience of presenting reports and participating in meetings with elected Members and Senior Officers
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Excellent communication skills (both verbal and written) to communicate with people at all levels• Excellent presentation and negotiation skills• Ability to think creatively and strategically• Ability to manage and deliver change appropriately• Ability to build relationships across organisational and professional boundaries and to work collaboratively with external agencies• Ability to analyse and interpret complex data• High level of political and organisational skills – tact and diplomacy• Ability to challenge accepted ways of working• Excellent organisational and co-ordination skills• Ability to meet strict deadlines and targets• Ability to effectively plan and implement projects• Project initiation, implementation and evaluation skill
KNOWLEDGE	<ul style="list-style-type: none">• Knowledge of issues relating to specific project areas• Good working knowledge of legislation relating to the project areas• Up-to-date knowledge of research and policy developments which impact on the project areas• Good general knowledge across a broad range of the Council's services in order to ensure that proposals are consistent with the Council's overall policies and directives• Political awareness, diplomacy and sensitivity• Knowledge and understanding of budgetary and financial procedures including external funding mechanisms

KENT VALUES AND CULTURAL ATTRIBUTES

Kent Values:

- 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

Our values enable us to build a culture that is:

Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile

Curious - constantly learning and evolving

Compassionate and Inclusive - compassionate, understanding and respectful to all

Working Together - building and delivering for the best interests of Kent

Empowering - Our people take accountability for their decisions and actions

Externally Focused - Residents, families and communities at the heart of decision making