

Kent County Council

Job Description: *Strategic Reset Programme – Programme Officer
(SEND Transformation Safety Valve)*

Directorate: Strategic and Corporate Services
Unit/Section: SRP Team
Grade: KR11
Responsible to: Safety Valve Programme Manager

Purpose of the Job:

Kent is part of the Department for Education (DfE) Safety Valve Programme. This is voluntary programme which involves the DfE providing funding to partly extinguish the cumulative debt arising from the existing and forecast future overspend on High Needs Funding. The programme requires Kent to review its local High Needs systems so that it is on a more sustainable footing and better placed to respond to pupil needs, while ensuring that the in-year spend is in line with the in-year grant funding within a 5-year period.

The Programme Officer (SEND Transformation Safety Valve) will work closely with the Safety Valve Programme Manager to ensure the effective delivery of the programme. The Programme Officer (SEND Transformation Safety Valve) will be expected to pro-actively contribute risk management across the programme, preparing reports and presentations, milestone tracking and working with project leads across the Safety Valve Programme. The Programme Officer will also be responsible enabling the delivery of a number of projects within the programme by providing project management support to the responsible project leads.

Main duties and responsibilities:

- Proactively support the Safety Valve Programme Manager in the management of the reporting process, programme risks and escalations, dependencies and milestone tracking.
- Build positive relationships with individual project leads across the programme , including regular engagement with project leads and Transformation Operational Group chairs.
- Develop an overall view of progress for the Safety Valve Programme Manager by completing analysis of highlight/status reports from individual projects (e.g. progress, risk, issues and , benefits).
- Review and maintain the programme risk register, proactively spotting programme trends, themes and implications. Liaising with the Corporate Assurance and Risk Team as appropriate as well we identified risk owners and the Safety Valve Programme Manager.

- Provide expert advice and guidance on project management across the programme to build project management knowledge, skills and capacity across the programme through presentations, workshops, acting as a 'critical friend' and other forms of development.
- Provide project management expertise to a number of projects within the programme working closely with identified project leads to plan their project, monitor progress and identify risks and issues.
- Contribute to and support the management of the Safety Valve MS Team site, ensuring all programme documentation is up to date and maintained effectively.
- Proactively support the Safety Valve manager to produce, develop and maintain a range of programme documentation and status/highlight reports.
- When requested, attend meetings on behalf of the Safety Valve Programme Manager and reporting back key outcomes as appropriate.
- Attend key programme meetings and contributing, as appropriate, to the discussions and taking away agreed actions.

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Person Specification: *Strategic Reset Programme – Programme Officer (SEND Transformation Safety Valve)*

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">• Programme or project management qualifications, or work experience (or appetite to work towards these)
EXPERIENCE	<ul style="list-style-type: none">• Involvement in change and transformation activity or programmes/projects• Experience of programme and project management and assurance, including escalations, benefits and reporting• Experience with stakeholder management and collaboration
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Risk management skills• Project management skills• Stakeholder and relationship management• Presentation and communication skills• Data analysis and ability to make complex information simple• Excellent organisational skills and able to manage a number of competing deadlines.• Proactive and able to work using own initiative.
KNOWLEDGE	<ul style="list-style-type: none">• Knowledge and awareness of council change activity• Programme management best practice, tools and techniques• Understanding and application on Office 365 tools

KENT VALUES AND CULTURAL ATTRIBUTES	<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 <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>
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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.