

Kent County Council
Job Description: *Senior Project Officer*

Directorate: Growth, Environment & Transport (GET)
Unit/Section: GET Portfolio Team, Corporate Director's Office
Grade: KR10 (Two-year fixed term contract)
Responsible to: Portfolio Delivery Manager

Purpose of the Job:

Develop, support, monitor and review activity relating to specific projects within the programme that delivers the Energy and Low Emissions Strategy, including the development of policy, organisation structure and management processes related to Kent Net Zero (2050) and Kent County Council's target of Net Zero by 2030. Provide extensive advice and support to managers across KCC in order to ensure effective project implementation is in line with budgets and timescales. To coordinate and support project activity with key internal and external partners.

The job role will be line managed by the GET Project Management Office with day-to-day liaison and reporting to the Sustainable Estates Programme Manager and project sponsors as per individual projects.

Main duties and responsibilities:

1. Support and project manage a range of environmental sustainability and climate change projects across the Council and within a partnership context at all stages of the project cycle, including pre-assessment, business case, project initiation, planning, management of project dependencies, development of sustainability plan, assisting in the project closure and lessons learned report
2. Monitor and evaluate the progress of the programme, identifying any scope for improvement to current projects or any problems or constraints as determined by legislation, national and local policy and initiatives, in order to develop project proposals and business cases which support agreed and changing objectives.
3. Monitor and undertake any relevant research and/or commissioning activity, as agreed with senior managers, in order to ensure that overall project objectives are met.
4. Maintain regular and effective communication with stakeholders, including recommendations and reports on projects to ensure that informed decision-making takes place.
5. Develop specialist knowledge of project management techniques and also technical knowledge and capability relevant to the projects to enable informed decision-making throughout the various stages of the project and to ensure effective briefing to all stakeholders.
6. Provide support to the Senior Project Manager/Programme Manager/Project Sponsor in the planning and monitoring of project budgets to ensure tight financial control and the effective use of resources.

7. 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.
8. Promote the programme/project(s) within KCC and across partnership organisations at a strategic level to ensure full user and stakeholder participation in the development of appropriate initiatives and new funding bids.
9. Develop, maintain and analyse monitoring and audit information for all stages of the project, to ensure that all relevant standards are met.
10. Carry out any other duties as might be required commensurate with the responsibility and grading of the post.

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.

Kent County Council
 Person Specification: *Senior 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"> • NVQ4 to 5 or equivalent and full professional qualification relevant to environmental sustainability, climate change or Local Authority functions. • A recognised Project Management qualification (willingness to work towards APM PMQ and Better Business Cases qualifications)
EXPERIENCE	<ul style="list-style-type: none"> • Substantial project management experience within a relevant field • Experience of joint working and working with partnerships at a local, regional and national level • Managing budgets and forecasting • Direct experience of work involving analysis or review in a range of settings, including the development of business cases, funding bids and economic appraisals • Previous 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 • Ability to write and develop business cases, funding bids and economic appraisals • 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 skills
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of issues relating to specific project areas (ie Climate Change, Sustainable Design and Planning, Energy, Water, Resource Efficiency, Environmental Protection) • Good working knowledge of legislation relating to the project areas

	<ul style="list-style-type: none"> • 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 • Awareness of and responsiveness to political issues • Knowledge and understanding of budgetary and financial procedures including external funding mechanisms
BEHAVIOURS AND KENT VALUES	<p>Kent Values:</p> <p>Open</p> <ul style="list-style-type: none"> • Act with integrity, honesty and transparency • Demonstrate healthy attitude to risk • Welcome and expect change and evolving technology • Adopt new approaches to ways of working • Be willing to learn • Work as a whole council • Treat people fairly and with respect <p>Invite contribution and challenge</p> <ul style="list-style-type: none"> • Work in an open and collaborative way in order to find new solutions • Innovate • Put the interests and wellbeing of customers first • Be open to challenge and change • Actively encourage and expect contribution <p>Accountable</p> <ul style="list-style-type: none"> • Do more for yourself • Take personal and professional responsibility for your actions and performance • Deliver at pace • Look for ways to save money • Look for commercial opportunities • Focused on outcomes