

Directorate:	Growth, Environment and Transport
Unit/Section:	Environment and Circular Economy
Grade:	KR8
Responsible to:	Climate Change Team Leader

Purpose of the Job:

The purpose of this role is to provide first-level specialist advice and coordination support for the Adaptation Team through key initiatives of the Kent Environment Strategy, in particular the Severe Weather Impacts Monitoring System and the development of the Climate Change Adaptation Programme for Kent and Medway. This will include taking a lead to assist the delivery of these projects and initiatives through providing first-level topical advice and guidance on climate change and adaptation, oversight and coordination of partnership development and activities, maintaining records required by grant programmes, monitoring outputs and results from the projects, drafting reports, and assisting with preparation of materials for presentations and workshops.

The Kent Environment Strategy brings together partners across sectors to support economic growth while protecting and enhancing Kent's natural and historic environment and supporting communities to be vibrant, healthy and resilient. It is underpinned by an implementation plan that includes a number of projects and initiatives delivered by the Adaptation Team. Building on the findings of the Climate Change Risk and Impacts Assessment for Kent and Medway, The Climate Change Adaptation Programme for Kent and Medway is building the resilience of Kent's key sectors to the impacts of the county's changing climate and to the increasing frequency and intensity of severe weather. The Severe Weather Impacts Monitoring System (SWIMS) aims to bridge the gap in understanding the risks associated with severe weather events and climate change through capturing data. It enables public sector organisations to capture a range of data (financial, impact, response) about how they are impacted by and respond to severe weather events. This allows them to build up a picture of their vulnerability to these events over time.

Main duties and responsibilities:

- Provide first-level specialist advice and guidance to internal and external partners on relevant topics to the Adaptation Programme such as climate change, adaptation, severe weather, engagement and communication, and support the implementation of adaptation measures and capability building across Kent's key sectors. This includes analysing and reporting on relevant climate and risk data and trends from a range of sources, enabling the Adaptation Officer, the Climate Change Manager and relevant stakeholders to make better informed decisions.
- Provide comprehensive administrative support to Adaptation Programme initiatives and projects, including co-ordination of information relating to the project expenditure, deliverables, outputs and results; liaising with external partnership agencies where appropriate; and evaluating evidence as required to ensure the Adaptation Officer and Climate Change Manager are able to make fully informed decisions concerning future developments and delivery of the Programme.

- Store, analyse and present information as appropriate, using a variety of techniques and tools, both computer and manual. This will include writing reports, giving oral presentations, and designing spreadsheet and information tools using professional and technical knowledge accordingly.
- Monitor and record progress against the established project plans, preparing summary reports from research, evaluating the on-going process and highlighting conclusions from the analysis in order to aid policy development and decision-making.
- Continually seek opportunities to expand and maintain the stakeholder network to ensure all key sectors are represented and good practice is shared within and across public sector, community, and business organisations.
- Carry out any other duties as 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: *Adaptation Support 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 2-3 and/or first level professional qualification and experience in a relevant field
EXPERIENCE	<ul style="list-style-type: none">• Experience of assisting with projects using external funding (ERDF or similar)• Experience of project compliance and monitoring• Experience of delivering specialist advice and guidance
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Excellent communication skills (both verbal and written) to communicate with people at all levels• Strong organisation and administration skills• Excellent computer skills (Word, Excel, Outlook, etc)• Highly motivated and able to work as part of a team and individually• Ability to meet strict deadlines and targets• Ability to give advice relating to new situations with a full understanding of the background relating to your decisions and their long-term impact• Able to work outside of the immediate work environment if required
KNOWLEDGE	<ul style="list-style-type: none">• Good knowledge and understanding of administrative and computer systems• Good understanding of environmental issues, climate change or sustainability• Knowledge of wider challenges and opportunities faced by the public sector and KCC
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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