

Kent County Council

Job Description: *Adaptation Team Leader*

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

Purpose of the Job:

Support and lead the implementation of Kent County Council's Environment agenda. Lead the team in developing, supporting, monitoring, and reviewing activities related to specific projects within the Adaptation Plan and all associated strategies including the Kent Environment Strategy and the Energy and Low Emissions Strategy. This includes developing policies, strategies, and processes.

Actively engage with various stakeholder channels, focusing on collaboration across the Local Authority network within Kent and beyond and with relevant public and private sector partners. Provide extensive advice and support to managers across KCC to ensure effective project implementation in line with budgets and timescales. Coordinate and support project activities with key internal and external partners.

Main duties and responsibilities:

- Develop, support and manage a range of climate, adaptation and low carbon projects across the Council and within a partnership context, at all stages of the project cycle, including pre-assessment, business case development, project initiation, planning, management of project risks, issues and dependencies, development of sustainability plans, assisting in project closure, and compiling lessons learned reports. Provide expert advice to ensure effective project implementation, resolve complex problems, and address sensitive issues.
- Lead and develop the Adaptation Team, overseeing their work plans and priorities to ensure that services are proactively and collaboratively delivered on behalf of the Council and relevant partners. Manage the team and stakeholders across the business to ensure service performance and budgets are met, and that climate and adaptation are embedded across the organisation including featuring in business plans and service outcomes.
- Monitor and evaluate the progress of projects, identifying any scope for improvement or any problems or constraints as determined by legislation, national and local policy, and initiatives. Develop project proposals and business cases that support agreed and changing objectives, making complex decisions that have wider business impacts.

- Act as strategic lead for the Adaptation Plan, ensuring appropriate monitoring, review and updates are carried out to enable genuine progress, and support the delivery of the Energy and Low Emissions Strategy.
- Maintain regular and effective communication with both internal and external stakeholders, providing recommendations and update reports on progress and issues and drive collaborative solutions and shared outcomes. Leverage your stakeholder skills to maintain a strong, successful and co-ordinated Kent District network that is set up to take advantage of initiatives in the pursuit of delivery of jointly owned strategies and plans.
- Monitor and undertake any relevant commissioning activity, as agreed with senior managers, to ensure that overall project objectives are met. Develop and implement contingency plans to ensure that any services affected by the project can continue to be provided if the original plan does not meet particular timescales.
- Provide support to the Programme Manager/Project Sponsor in the planning and monitoring of project budgets to ensure tight financial control and the effective use of resources, including developing and supporting bids for external funding where appropriate.
- Develop, maintain, and analyse monitoring and audit information for all stages of the project to ensure that all relevant standards are met. Resolve complex problems and sensitive issues as they arise.
- 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 their 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: *Adaptation Team Leader*

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 4/5 level qualification in relevant field or equivalent knowledge/professional experience. A recognised Project Management qualification or willingness to work towards one
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 Leading and developing a multi-disciplinary team 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 Implementing climate change or adaptation projects or pilots and reviewing their effectiveness Supporting, managing and developing staff in a team leader capacity
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 resolve complex problems and sensitive issues Ability to develop and maintain relationships across organisational and professional boundaries and to work collaboratively with varied stakeholders 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 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 Good working knowledge of national legislation and good practice in climate change, sustainability and adaptation and how this applies to work area Up-to-date knowledge of research and policy

	<p>developments which impact on the work area</p> <ul style="list-style-type: none"> • 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
<p>KENT VALUES AND CULTURAL ATTRIBUTES</p>	<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>