

Directorate:	Adult Social Care and Health
Unit/Section:	Public Health
Grade:	KR9
Responsible to:	Project Manager
Fixed Term:	Up to 12 months

Purpose of the Job:

Support, monitor and review a range of projects and programmes, leading on specific projects where appropriate and providing expertise, advice and support to managers in order to ensure effective project implementation in line with budgets and timescales.

Co-ordinate and implement specific projects at a localised level, working across local communities in partnership with colleagues from the public, voluntary and private sectors.

Main duties and responsibilities:

1. Support a range of projects, leading and co-ordinating specific projects where appropriate and providing advice and support to Senior Managers and colleagues, in order to ensure the successful implementation and completion of projects within the defined processes and to the appropriate timescales.
2. Maintain a robust monitoring and quality control system for projects, providing regular reports as required, to enable the provision of informed data to colleagues, ensuring that projects are on target, and enabling the identification and prompt reporting of budget targets and anomalies.
3. Maintain regular and effective communication with colleagues at all levels within public health, family hubs, multi-agency partners; attending team briefings, preparing and delivering briefings when required, in order to promote projects and ensure the delivery of high quality outcomes.
4. Deliver presentations to a variety of audiences, both internal and external to the organisation, by way of a variety of methods tailored to the needs of the audience.

5. Develop and maintain links with all partnership organisations and agencies, in order to ensure that shared project objectives are met.

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.

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 Level 4 or equivalent qualification.• Working towards or willingness to work towards recognised project management qualifications.
EXPERIENCE	<ul style="list-style-type: none">• Previous project experience in a relevant field.• Experience of working with different partner organisations and agencies.• Experience of developing and delivering services and obtaining feedback.• Experience of supporting contract management• Experience of delivering presentations and presenting information to a diverse audience including senior managers.
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Ability to work in a politically sensitive environment• Ability to support or lead projects which are complex in terms of scale, structure and impact• Ability to gather information and produce reports• Ability to manage time effectively and prioritise own workload in a fast pace programme• Excellent communication skills -verbal and written Excellent interpersonal, negotiation and problem-solving skills• Good organisation, planning and report-writing skills• Ability to work to tight deadlines• Proven project management skills
KNOWLEDGE	<ul style="list-style-type: none">• Good understanding of background issues relating to specific project areas• Good understanding of project management principles• An understanding of local government and the expectations of service users• Good understanding of inter-agency and partnership working
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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