

Kent County Council

Job Description: *Project Officer*

Directorate: Chief Executive's Department
Unit/Section: Strategy, Policy, Relationships and Corporate Assurance
Grade: KR9
Responsible to: Financial Hardship Senior Project Officers/Financial Hardship Project Managers

Purpose of the Job:

Support the development of a range of projects within the Financial Hardship programme of work, leading on specific work packages and providing expertise, advice and support to officers and managers within the programme, in order to ensure effective project implementation in line with budgets and timescales.

Liaise with colleagues within KCC and partners outside of KCC, particularly with our district council colleagues, utilise project management methodologies to support Senior Project Officers and Project Managers in ensuring that the project is delivered effectively and to the required standard within the agreed deadlines.

Main duties and responsibilities:

- Support a range of projects across the programme, leading and coordinating project proposals during the pre-assessment phase, assisting the development of business case and providing advice and support to Senior Project Officers, Project Managers and colleagues, in order to ensure the successful implementation and completion of projects within the defined process and to the appropriate timescales.
- Work predominately in one main workstream supporting the Project Manager, whilst maintaining a knowledge and awareness of the wider programme, identifying your role in the bigger picture, and being ready to assist in the aligned projects within the programme should demand necessitate.
- Be a self-starter with the ability to work independently, use initiative, thinking creatively and have the vision to identify opportunities and the motivation to grow the role.
- Support the development of key projects documentation including papers, reports, analysis, mapping, communication and stakeholder engagement plans, taking a flexible and proactive approach to the specific needs of the project.
- Maintain a robust monitoring and quality control system for projects, providing regular reports as required, to enable the provision of informed data to senior management and adjusting to the audience, ensuring projects are on target and enabling the identification and prompt reporting of budget reports and anomalies.

- Maintain regular and effective communication with colleagues at all levels within the programme and beyond, as well as 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.
- Deliver presentations and facilitate workshops to a variety of audiences, both internal and external to the organization using a variety of methods tailored to the needs of the audience in order to promote a wider understanding and appreciation of the projects involved.
- Research and evaluate projects to provide information to senior managers, gathering relevant information on national and local initiatives and legislation in order to enable good practice to be shared across the organisation and with partner agencies and to contribute to future project opportunities.
- Monitor the project's budget, contributing to the forecasting process and escalating any concerns to the project manager's attention in order to ensure that the most effective use is made of resources and that the needs of the project are fully met.
- Carry out regular reviews of project risks and issues as part of the risk management function to ensure actions are being monitored and taken when appropriate.

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: *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	Educated to Level 4 or equivalent and/or proven ability to deliver the requirements of the post.
EXPERIENCE	<p>Previous experience in a project management environment.</p> <p>Experience of working with or for different partner organisations and agencies.</p> <p>Experience of supporting the development and implementation of new initiatives from scratch.</p> <p>Experience of delivering presentations and presenting information to a diverse audience including senior managers and external stakeholders.</p> <p>Experience of managing budgets and forecasting.</p> <p>Experience of carrying out quality assurance and evaluation processes.</p> <p>Experience of record-keeping.</p> <p>Experience of working in a political environment and with politicians.</p>

SKILLS AND ABILITIES	<p>Ability to work with a range of IT systems.</p> <p>Ability to work within a multi-agency environment.</p> <p>Ability to support projects which are complex in terms of scale, structure and impact.</p> <p>Ability to gather information and produce reports.</p> <p>Ability to manage time effectively, prioritising workload.</p> <p>Presentation skills.</p> <p>Excellent communication, interpersonal, negotiation and problem solving skills.</p> <p>Good organisation, planning and report-writing skills.</p> <p>Ability to work to tight deadlines.</p> <p>Proven skills in a project management environment.</p> <p>Analytical and research skills.</p> <p>Ability to lead a group and deputise for Senior Project Officer/Project Manager if needed, as well as working efficiently in a team.</p> <p>Ability to exercise diplomacy and work confidently in a political environment</p>
KNOWLEDGE	<p>Good knowledge of background issues relating to financial hardship and/or digital exclusion.</p> <p>An understanding of the breadth of County Council, District Council services, as well as partners and the voluntary sector.</p> <p>An understanding of local government and the expectations of service users.</p> <p>Good understanding of inter-agency and partnership working.</p> <p>Awareness of Financial Regulations where necessary.</p> <p>Knowledge of relevant legislation which will impact on projects concerned.</p> <p>Awareness of Government announcements in context of rapidly evolving coronavirus response.</p>

<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>
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