

## Kent County Council

### Job Description: Project Communications and Engagement Officer

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**Directorate:** Adult Social Care and Health

**Unit/Section:** Public Health

**Grade:** KR9

**Responsible to:** Consultant in Public Health

#### **Purpose of the Job:**

Project support, project engagement and communication for the Health in Europe projects which public health is involved in, leading on specific work packages relating to communication and engagement where appropriate and providing expertise, advice and support to managers, in order to ensure effective project implementation in line with budgets and timescales.

#### **Main duties and responsibilities:**

1. Support a range of Health in Europe projects across the Directorate, in order to ensure the successful implementation and completion of projects within the defined processes and to the appropriate timescales.
2. Assist Public Health Project Leads to engage with partners across the system and KCC to share progress on deliverables.
3. Maintain a robust monitoring and quality control system for projects, in accordance with Portfolio Office procedures, providing regular reports as required, to enable the provision of informed data to Senior Management, ensuring that projects are on target and enables the identification and prompt reporting of budget targets and anomalies.
4. For Interreg (EU funded) projects, the post holder will lead on workpackages such as communication. The post holder will lead on collating and reporting Interreg project evidence which will enable KCC to draw project funds and ensure compliance with external funding regulations.
5. Maintain regular and effective communication with colleagues at all levels across the project partnerships within the Directorate and beyond: attending workpackage meetings, cross border meetings, preparing and delivering briefings when required, in order to promote projects and ensure the delivery of high-quality outcomes.
6. Deliver presentations and facilitate workshops to a variety of audiences, both internal and external to the organisation 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.
7. Monitor the Interreg budget and provide information to external funding finance team in order to draw down funds from Interreg. Ensure all spend can be evidenced clearly for monitoring purposes. Escalating budget concerns to the Project Manager when required.

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### Person Specification: Project Communications and Engagement Officer

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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
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Level 4 certificate or equivalent and/or holding or working towards a professional qualification.</li> <li>Willingness to work towards Project Qualifications</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experience in a communication and engagement role.</li> <li>Experience of working with different partner organisations and agencies.</li> <li>Experience of supporting the development and implementation of new initiatives from scratch.</li> <li>Experience of record-keeping.</li> <li>Experience of working with budgets.</li> <li>Experience of delivering presentations and presenting information to a diverse audience.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Good knowledge of background issues relating to project management.</li> <li>An understanding of Local Authority working, policies and national initiatives.</li> <li>Good understanding of inter agency and partnership working.</li> <li>Awareness of Financial Regulations where necessary.</li> <li>Knowledge of working to guidelines and policies.</li> </ul>
<b>SKILLS/ABILITIES</b>	<ul style="list-style-type: none"> <li>Ability to work with a range of IT systems where applicable.</li> <li>Ability to gather information and produce reports.</li> <li>Ability to manage time effectively and prioritise own workload.</li> <li>Excellent communication, interpersonal, negotiation and problem-solving skills.</li> <li>Good organisation, planning and report-writing skills.</li> <li>Ability to work to tight deadlines.</li> <li>Analytical and research skills.</li> <li>Ability to lead a group as well as working efficiently in a team.</li> </ul>
<b>BEHAVIOURS AND KENT VALUES</b>	<p>Kent Values:</p> <ul style="list-style-type: none"> <li>We are brave. We do the right thing, we accept and offer challenge</li> <li>We are curious to innovate and improve</li> <li>We are compassionate, understanding and respectful to all</li> <li>We are strong together by sharing knowledge</li> <li>We are all responsible for the difference we make</li> </ul>