

Directorate	Strategic and Corporate Services
Unit/Section	Integrated Commissioning
Grade	KR9
Responsible to	Senior Commissioning

Purpose of the Job

Ensure that the Kent & Medway Dynamic Support Registers (DSR) project and programme managers are given the necessary support to successfully deliver within the agreed time cost and quality expectations.

Providing:

- Maintaining project deliverables such as plans, RAID logs and highlight reports.
- Managing project meetings – agendas, actions, minutes and invites
- Under direct supervision of the project or programme manager, the management of workstreams or particular defined tasks within large projects and programmes.

Main duties and responsibilities:

1. Provide direct support and guidance to programme (Kent & Medway Dynamic Support Registers) and project managers to ensure the successful delivery of projects which meet the required business outcomes.
2. Maintaining internal project deliverables for the programme or project manager, such as the DSRs plan, PID, RAID logs and project highlight reports.
3. Manage programme and project meetings ensuring agendas, minutes are undertaken capturing all action point to inform the PM team
4. Liaise with PMO function to ensure that the programmes or projects are meeting and fulfilling obligations.
5. Manage project workstreams as required by the programme or project manager.
6. Manage the programme and project knowledgebase in accordance with PMO standards, quality checking project deliverables, naming and filing.
7. Ensuring financial management standards are being adhered to e.g. order book updates to ensure accurate and timely client charging.

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: *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.

QUALIFICATIONS	<ul style="list-style-type: none"> • Level 4 Diploma or equivalent OR • Working towards Prince 2 foundation
EXPERIENCE	<ul style="list-style-type: none"> • Extensive experience in a programmes and/or projects environment
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Meticulous attention to detail and very organised • Excellent oral and written skills • Good working knowledge of Microsoft Project • Excellent at managing meetings • Good project delivery skills • Excellent working knowledge of Microsoft Office Suite • Excellent Minute taking skills
KNOWLEDGE	<ul style="list-style-type: none"> • Very good understanding of programmes and project management approaches. • Excellent understanding of the BSC services • Good understanding of health, social care & or educational / criminal justice systems and processes
BEHAVIOURS AND KENT VALUES	<p>Kent Values:</p> <p>Open Acting with integrity, honesty and transparency; healthy attitude to risk; welcoming and expecting change and evolving technology; working in new ways; willing to learn; working as a whole-Council and treating people fairly and with respect.</p> <p>Invite Contribution and Challenge Working collaboratively and innovatively to find new solutions that put the interests and wellbeing of customers first; open to challenge and actively encouraging and expecting contribution.</p> <p>Accountable Self-sufficient, taking personal and professional responsibility for our actions, the pace at which we work; performance and the council's money.</p> <p>Entrepreneurial Formulating new ideas or adapting/using existing ideas in new or unexpected ways to solve problems, and thinking ahead to spot or create opportunities and maximise them.</p>