

<b>Directorate:</b>	<b>Growth, Environment and Transport</b>
<b>Unit/Section:</b>	<b>Sustainable Business and Communities</b>
<b>Grade:</b>	<b>KR11</b>
<b>Responsible to:</b>	<b>Head of Sustainable Business and Communities</b>

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

Responsible for the programme management, coordination and development of the Kent Environment Strategy and associated Implementation Plan; supporting delivery of the Kent net-zero target of 2050, establishing and maintaining key networks and partnerships, monitoring and reporting on progress at all levels, and undertaking research, projects and business development activities to address key gaps and priorities, as required.

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

- Programme management of the Kent Environment Strategy including: management of the budget for Kent Environment Strategy; coordinating activity on Kent Net Zero 2050 and climate adaptation, oversight of related engagement and behaviour change workstreams, development of strategic evidence bases and intelligence hubs and management of specific projects, as appropriate.
- Undertaking regular reviews of progress in relation to the KES Implementation Plan, establishing and maintaining programme documentation, identifying key risks and opportunities for delivery and establishing and commissioning workstreams where appropriate across KCC and externally.
- Management of programme delivery staff as appropriate, and in collaboration with other programme and project managers, commission and bring in additional team resource as required for programme delivery.
- Establish and maintain key networks, partnerships and governance structures aligned to the Kent Environment Strategy and make links to other strategies and outcomes (such as the Energy and Low Emissions Strategy, Plan Bee and Kent Waste Disposal Strategy). Facilitate and provide secretariat for the Kent Environment Strategy governance structure.
- In partnership with internal and external stakeholders, manage the update of the Kent Environment Strategy and Implementation Plan to ensure these remain fit for purpose. Working with the Head of Sustainable Business and Communities, obtain all appropriate sign offs and approvals across partner organisations.
- Provide regular updates and reporting to relevant Cabinet Committees, KCC Management Teams and others as required through the Kent Environment Strategy governance structure.
- Raise the profile of the Kent Environment Strategy internally and externally, working with partners to increase awareness of priorities and achievements and to ensure evidence bases, gaps and opportunities are clearly defined and understood.
- Identify opportunities for funding in relation to key projects and priorities and develop bids as required, and contribute to a strategic, dynamic approach to external funding and business development.
- Provide expertise to national programmes, committees and groups as required to ensure that Kent partners views and priorities are adequately represented.

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>Graduate level qualifications in an energy/environmental discipline or equivalent knowledge/professional experience.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Excellent knowledge of sustainability and environment priorities and experience of influencing others in addressing these.</li> <li>Proven experience in strategy development and implementation</li> <li>Proven experience in programme development and delivery</li> <li>Proven experience of building and maintaining strong partnerships internally and externally.</li> <li>Proven experience of communicating and engaging with a variety of stakeholders at all levels and influencing outcomes.</li> <li>Proven experience in development and delivery of partnership projects delivered to time and budget</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>Excellent communication, presentation and project management skills required.</li> <li>Excellent influencing, collaboration and networking skills</li> <li>Applicant must be well organised and self-motivated.</li> <li>Must work well in a team and in partnership</li> <li>Must have strong evidence of team leadership, development and collaboration</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Excellent knowledge of sustainability and climate change</li> <li>Excellent knowledge of strategy development and implementation</li> <li>Excellent knowledge of project management principles</li> <li>Excellent understanding of public sector structures and procedures</li> </ul>
<b>BEHAVIOURS AND KENT VALUES</b>	<p><b>Openness</b></p> <ul style="list-style-type: none"> <li>Act with integrity, honesty and transparency</li> <li>Welcome and expect change and evolving technology</li> <li>Work in new ways</li> <li>Be willing to learn</li> <li>Work as a whole council</li> <li>Treat people fairly and with respect</li> </ul> <p><b>Invite Contribution and Challenge</b></p> <ul style="list-style-type: none"> <li>Work collaboratively to find new solutions</li> <li>Innovate</li> <li>Put the interests and wellbeing of customers first</li> </ul> <p><b>Be open to challenge</b></p> <ul style="list-style-type: none"> <li>Actively encourage and expect contribution Accountability</li> <li>Do more for yourself</li> <li>Take personal and professional responsibility for your actions and performance</li> <li>Deliver at pace</li> <li>Look for ways to save money</li> <li>Look for commercial opportunities</li> <li>Focused on outcomes</li> </ul> <p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li><b>We are brave. We do the right thing, we accept and</b></li> </ul>

	<p><b>offer challenge</b></p> <ul style="list-style-type: none"><li>• <b>We are curious to innovate and improve</b></li><li>• <b>We are compassionate, understanding and respectful to all</b></li><li>• <b>We are strong together by sharing knowledge</b></li><li>• <b>We are all responsible for the difference we make</b></li></ul>
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