

<b>Directorate:</b>	<b>Growth, Environment and Transport</b>
<b>Unit/Section:</b>	<b>Sustainable Business &amp; Communities</b>
<b>Grade:</b>	<b>KR10</b>
<b>Responsible to:</b>	<b>Sustainable Business Programme Manager</b>

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

The Sustainable Business & Communities Team is responsible for the Kent Environment Strategy implementation plan with our partners to achieve outcomes for Kent's environment, health and the economy and further embed across KCC's corporate policies, strategies and commissioning

The post will be based within the Sustainable Business Team which enables the growth of the Low Carbon Environmental Goods (LCEGS) sector by supporting eco-innovative companies to ensure an increasing supply and awareness of these goods and services. The Sustainable Business Team also work to increase SME competitiveness by providing advice, support and grants to reduce operational costs through resource efficiency and business resilience and to enhance their eco credentials.

The Sustainable Business Team is part-funded by the European Structural Investment Funds (ESIF) and ERDF Interreg programmes. It delivers projects that provide a consistent, accessible business support programme across the South East LEP area that helps businesses to optimize the use of resources and adopt eco-innovative and low carbon solutions in ways that improve business performance in terms of resilience, profitability and competitiveness, at the same time contributing to the protection and preservation of the environment.

### **Main Duties and Responsibilities:**

1. Ensure effective and efficient implementation of programme activity that are delivered on time, on budget and as described in project application/funding agreement/initiation documents.
2. Gather, analyse and report on data and information to provide expert advice, guidance and assistance to key sectors and stakeholders in the delivery of the Sustainable Business Programme. Maintain an up to date knowledge of environmental and low carbon related research and best practice.
3. Directly liaise and work with priority sectors and key stakeholders (including internal and external partners) to design, develop and deliver tools, techniques, training and guidance documents to build upon the pre-existing work of the Low Carbon Kent network.
4. Oversee the technical implementation of local pilot activity on Interreg projects including consultant and stakeholder management to ensure that overall project objectives are met.
5. Deliver project communication, engagement and partnership building activities with owners of small and medium enterprises in the Kent and Medway low carbon economy, including strategic planning and facilitation of meetings, workshops and events.

6. Manage, in conjunction with colleagues local project budgets. Meet all procurement and reporting requirements from the funders and Kent County Council.

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: *Sustainable Business Delivery Manager*

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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>• Graduate level qualifications in an environmental discipline or equivalent knowledge/professional experience.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Proven experience in project and budget management</li><li>• Proven experience in communication and engagement with varying stakeholders and extensive partnership working</li><li>• Proven experience in interpretation and analysis of complex information</li><li>• Understanding of risk management processes and prioritization</li><li>• Can apply experience to solve complex problems</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• High order interpersonal skills to deal with stakeholders, partners and other senior professional staff, including staff in partner agencies.</li><li>• Excellent communication skills of all types applied to a wide variety of needs and audiences.</li><li>• Enthusiasm and the ability to get jobs done.</li><li>• Excellent organisational skills and ability to prioritise and work independently.</li><li>• Ability to work accurately under pressure of deadlines.</li><li>• Must work well in a team.</li><li>• Applicant must be able to take instructions as well as lead on projects.</li><li>• Strong ICT skills (Word, Excel, Outlook, PowerPoint)</li></ul>

<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Excellent knowledge of risk management, climate change and adaption.</li> <li>• Excellent knowledge of effective engagement and communication techniques</li> <li>• Excellent knowledge of adaptation</li> <li>• Excellent knowledge of local authority responsibility</li> </ul>
<b>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>