

Kent County Council  
Job Description: *Project Officer*

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<b>Directorate:</b>	<b>Deputy Chief Executive's Department</b>
<b>Unit/Section:</b>	<b>Infrastructure</b>
<b>Grade:</b>	<b>KR7</b>
<b>Responsible to:</b>	<b>Resilience and Emergency Planning Manager</b>

**Purpose of the Job:**

The postholder will assist senior colleagues in the timely delivery of a range of projects within a professional team responsible for the co-ordination, development and delivery of the County Council's emergency planning and business continuity arrangements, in compliance with the Civil Contingencies Act and other relevant legislation and regulation.

This role will also support corporate and multi-agency emergency management and operational response functions in furtherance of the County Council's emergency planning and business continuity duties. An increasing prevalence and complexity of operational response activity will require the postholder to assimilate and act upon both established and dynamic command and control protocols within corporate and multi-agency contexts.

**Main duties and responsibilities:**

1. To support planning for and implementation of specific time-limited compliance & community resilience and organisational resilience & business continuity projects, including research and development, secretariat functions, devising and monitoring project management systems, and supporting operation of the service business plan, encompassing tracking of key deliverables and milestones, monitoring and reporting on progress against realistic and measurable goals.
2. To assist in the formulation, production, review, testing and exercising of emergency and business continuity plans, including research and development, document design and supporting a range of plan validation activities
3. To support the operation and roll-out of systems, procedures and guidance to further compliance & community resilience and corporate organisational resilience & business continuity objectives, including research and development, administration of relevant documentation and reporting, undertaking implementation activities alongside relevant corporate and external partners.
4. To deliver support and advise during business continuity incidents and other emergencies affecting KCC and / or the communities it serves (this may

sometimes require working out of hours), including undertaking secretariat for command and control functions, and supporting operational response activities

5. To support effective administrative functions for corporate and multi-agency planning and emergency management forums, including maintenance of mailing lists, preparation of agendas information sharing, minute taking, action logging and tracking and document management (including Resilience Direct),
6. Support innovation by highlighting new ways of working and improvements to the current way of working by identifying how improvements can be made to improve the delivery of emergency planning and resilience processes and procedures, including research and development to support horizon scanning, risk assessment, response and recovery.
7. Responsible for delivering a customer centric approach and displaying customer focused, professional and empathetic behaviour, providing excellent service putting the customer at the heart of every aspect of the work. This will encompass building and cementing excellent and trusted working relationships with corporate and partner agency colleagues.
8. To undertake other tasks and duties as may be required by the Head of Resilience and Emergency Planning or Resilience and Emergency Planning Managers, including maintaining rotas, training and exercise records, financial and administrative systems.

Footnote: This job description is provided to assist the job holder to know what their 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*

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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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Level 3 qualification</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experience of working in a public sector / emergency service / response environment.</li> <li>Experience in working within a partnership environment.</li> <li>Experience of supporting projects</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>Good, clear written and presentational skills, adaptable to a range of audiences.</li> <li>Ability to plan, prioritise and organise a diverse workload</li> <li>Proven administrative, research and analytical skills.</li> <li>Ability to work both independently and also as part of a team.</li> <li>Able to work on own initiative, taking responsibility for actions and decisions surrounding areas of accountability</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Awareness of current, business continuity, emergency planning and planning guidance, legislation and policy.</li> <li>Current knowledge or a willingness to learn about Kent County Council and the services it provides to the people of Kent.</li> <li>Current knowledge or a willingness to learn about Kent including its communities, geography, environment and economy.</li> </ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>We are <b>curious</b> to innovate and improve</li> <li>We are <b>compassionate</b>, understanding and respectful to all</li> <li>We are <b>strong together</b> by sharing knowledge</li> <li>We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p>

	<p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p> <p>(If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)</p>
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