

# Kent County Council

## Job Description: *Principal Project Officer Placemaking and Wellbeing*

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<b>Directorate:</b>	<b>Growth, Environment and Transport</b>
<b>Unit/Section:</b>	<b>Economic Development</b>
<b>Grade:</b>	<b>KR10</b>
<b>Responsible to:</b>	<b>Creative and Cultural Economy Manager</b>

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

The purpose of this role is to:

Set up the partnerships to deliver an inclusive culture in placemaking action plan.  
Lead on delivery of the action plan. Maintain and sustain the partnerships to support delivery.

Working closely with the Local Planning Authorities, take a lead in embedding the Cultural Planning Toolkit developed by the TCPA for Creative Estuary and Kent County Council into the local planning framework.

Work with Public Health, other health providers and social care agencies to embed culture into their delivery using opportunities like large scale commissioning and social prescribing to achieve it.

Establish a monitoring framework that measures the impact of cultural activity on community wellbeing in Kent.

Make the case for ongoing policy alignment and investment.

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

1. Support development and lead delivery of a County-wide plan to embed culture into existing and new communities. Instigate a process of continual review, updating the plan as new research and learning becomes available.
2. Create new working arrangements with partners and maintain existing relationships with partners from other local and national organisations, to broaden the scope of the action plan development, delivery and projects and to maximise potential fund-raising opportunities.

3. Make sure that equality, diversity and inclusion are fore fronted in the action plan.
4. Keep up to date on research and evidence on culture in national and local planning frameworks, arts and health and culture's role in community wellbeing. Share knowledge with partners and stakeholders and apply learning.
5. Develop specialist, relevant knowledge to enable informed decision-making throughout the various stages of the project and to ensure effective briefing of Members, Senior Officers and other stakeholders
6. Develop and manage a range of projects to deliver the plan through all stages of the project cycle including fundraising, commissioning, project initiation, planning, management and consultation with Chief Officers, Members, staff and external partners, to ensure effective, efficient and high-quality projects delivered on time, on budget.
7. Monitor and evaluate the progress of the projects, identifying scope for improvement to current projects or any problems or constraints as determined by legislation, national and local initiatives to develop project briefs which support agreed and changing objectives
8. Commission and monitor activity to ensure that overall project objectives are met
9. Maintain regular and effective communication with Members, Senior and Chief Officers, including recommendations and reports on projects to inform decision-making
10. Provide support to the Creative and Cultural Economy Manager in the planning and monitoring of project budgets to ensure tight financial control and the effective use of resources
11. Promote projects within KCC and across partners at a strategic level to ensure full engagement.
12. Prepare a business plan for each project, to reflect the requirements of any external funding
13. Develop, maintain and analyse monitoring and audit information for all stages of the project to ensure that all relevant standards are met

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: *Principal Project Officer Placemaking and Wellbeing*

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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>	Professional qualification or relevant work experience
<b>EXPERIENCE</b>	<p>Place-based cultural development and multi-disciplinary placemaking practice.</p> <p>An understanding of the wider determinants of health and the role of culture in wellbeing</p> <p>Strategic action plan development and delivery including monitoring and evaluation frameworks.</p> <p>Management of complex and inclusive partnerships to deliver outcomes.</p> <p>Working with local government to achieve change, cognisant of local authority systems and accountabilities.</p> <p>Working with national, regional and local organisations to develop partnerships and network.</p> <p>Researching new policy, research, data and evaluations. Sharing and updating partners, drawing conclusions as to the applicability to the local context and implementing change.</p> <p>Reporting to senior managers, external partners and funders including progress, financial and risk management.</p>
<b>KEY SKILLS AND KNOWLEDGE</b>	<p>Demonstrable project management skills, including budget management.</p> <p>Research into community needs recognising a diversity of needs and able to reach regularly excluded communities and prioritise and negotiate conflicting demands.</p> <p>Able to make a persuasive case for change and/or investment, verbally and in writing.</p>

	<p>Fundraising and management of external funding with budgets up to £100,000.</p> <p>Knowledge of early-stage development of capital cultural infrastructure projects.</p> <p>Able to organise own workload, be self-sufficient, work on own initiative and take responsibility for making complex decisions.</p> <p>Able to work under pressure and to deadlines</p> <p>A good knowledge of the national planning framework and the role of local authorities in the planning system, including s106. Up to date knowledge of proposed changes to the planning system.</p> <p>Knowledge of approaches to community co-production and the role and impact of civic arts practice.</p> <p>A good knowledge of local and regional health and social care provision and the opportunities for culture to embed into service delivery.</p> <p>Knowledge of different approaches to monitoring and evaluation of culture's impacts on health and wellbeing and community wellbeing.</p> <p>Knowledge of appropriate national networks and organisations</p> <p>A knowledge of Kent, its cultural infrastructure and issues facing its communities.</p> <p>Ability to travel for meetings and events within and outside office hours</p>
<b>PERSONAL ATTRIBUTES</b>	<p>Collaborative leader, commitment to equality, diversity and inclusion, passionate about cultural development, team player, open and generous, decision maker, flexible.</p>
<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>
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