

Directorate: Adult Social Care and Health
Unit/Section Business Delivery Unit
Grade: KR10
Responsible to: Directorate Business Manager

Purpose of the Job:

To provide a comprehensive, coordinated and efficient support service to Directors and the Directorate Business Manager to ensure that their strategic activities achieve maximum impact and efficient service delivery.

Main duties and responsibilities:

1. Lead and undertake specific work on behalf of the Directors and the Directorate Business Manager identifying priorities, undertaking research as appropriate and reporting back within specified deadlines.
2. Support the Directorate Business Manager in identifying and providing feedback and information promptly on all matters of importance to the work of the directorate.
3. Daily management of a comprehensive administrative support team. Recruit, develop, motivate and manage support staff, including the monitoring of quality, levels and timescales of work, ensuring that there is adequate cover to provide an efficient and effective administrative support service.
4. Support the Directorate Business Manager in developing and maintaining an effective communication strategy across the directorate including the interface between the Director's office with other senior officers and elected members.
5. Manage, research and provide briefings and presentations for the Corporate Director to support key visits, meetings, conferences, staff briefings and other ad hoc events, maintaining an awareness of their preferred communication style and presentation techniques.
6. Maintain the register of gifts and hospitality for the Corporate Director and directors in line with corporate policy and procedure.
7. Provide support to the Wider Leadership Team and formal sub groups of the Directorate Management Team by preparing minutes, planning meetings and agendas, preparing presentations and attending meetings as necessary.
8. Manage the administration of the Cabinet Committee process. Support the Directorate to prepare and contribute to the management of agendas. Advise authors on reports to ensure they meet the required outcomes in terms of content and comply with County Council Standing Orders and Member/Officer protocol.
9. Plan and manage the interface with corporate governance structures. Identify, organise and track progress on all matters (including County Council and Cabinet reports, County

Council questions and Key Decisions). Ensure that outcomes are monitored and reported as appropriate.

10. Lead on the storage and management of key information relating to corporate and directorate governance. Develop and maintain filing systems for corporate and directorate governance across key meetings to improve awareness and access to this information.

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: *Directorate Business 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.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• NVQ 4 or relevant business management experience• Willingness to undertake Kent Manager
EXPERIENCE	<ul style="list-style-type: none">• Proven experience of working for senior manager/managers• Experience of working with Members• Experience of managing people and team leadership• Experience of working in a rapidly changing environment
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Excellent written and oral communication skills• Organisational and time management skills• High degree of tact and sensitivity• Negotiation and influencing skills• Political awareness• Highly flexible and adaptable to rapidly changing circumstances• IT literacy
KNOWLEDGE	<ul style="list-style-type: none">• Hold or have ability to acquire detailed knowledge of KCC's constitution, governance and decision-making procedures• Hold or have ability to acquire detailed knowledge of KCC's organisation, structure and services• Knowledge of the County's Record Retention Policy and Freedom of Information protocols• Knowledge of issues relating to specific project areas• Awareness of Data Protection and confidentiality issues• Awareness of and responsiveness to political issues
BEHAVIOURS AND KENT VALUES	<ul style="list-style-type: none">• We are brave. We do the right thing, we accept and offer challenge• We are curious to innovate and improve• We are all responsible for the difference we make <p>Kent Values:</p> <p>Open</p> <p>Invite Contribution and Challenge</p> <p>Accountable</p>