

Kent County Council

Job Description: *Sustainable Business Operational Programme Manager*

| | |
|------------------------|---|
| Directorate: | Growth, Environment and Transport |
| Unit/Section: | EPE/Sustainable Business & Communities |
| Grade: | KR11 |
| Responsible to: | Head of Sustainable Business and Communities |

Purpose of the Job:

A key service of the Sustainable Business and Communities Unit is supporting small and medium sized businesses to: be more competitive and resource efficient; develop new environmental technologies, goods and services; or become suppliers of services to the sector e.g. maintenance for offshore wind farm developments. The main purpose of the role is to manage and develop a programme of projects and work streams to support these objectives and outcomes, to deliver Priority 6 and 10 of the Kent Environment Strategy, and ensure compliance across funding strands. The role will lead the development of partnerships to address challenges and realise opportunities.

Main duties and responsibilities:

- Lead, manage and develop a range of projects and work streams identified by using the data, academic research and other analysis, to support the objectives and outcomes of the Kent Environment Strategy.
- Lead the development of partnerships where relevant with a variety of partners including universities, colleges and businesses in Kent
- Assist businesses to access further support and financial assistance, e.g. the Regional Growth Fund, and other funds as appropriate, to help the agreed projects deliver their outcomes.
- Manage the Sustainable Business Programme budget and ensure activity and financial reporting is undertaken as required by funding bodies, putting into place any monitoring and reporting systems required and liaising with partners as required for information.
- Build on the work developed in past and current projects that support small and medium businesses, to ensure a seamless flow of assistance to the business community.
- Manage and develop any project staff, apprentices and internships allocated to this work area.
- Manage any budgets or other resources allocated to this area of work.

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 Operational Programme Manager*

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">• Educated to degree level in a relevant subject |
| EXPERIENCE | <ul style="list-style-type: none">• Project management experience within the low carbon business sector• Experience of joint working and working in multi-agency partnerships at a local or regional level, including businesses and partners in Kent and the South East• Experience of managing budgets and forecasting |
| SKILLS AND ABILITIES | <ul style="list-style-type: none">• Excellent communication, presentation and negotiation skills (verbal and written) to communicate with people at all levels• Ability to think creatively and strategically• Ability to build relationships across organisational and professional boundaries and work collaboratively with partners• Excellent organisational and co-ordination skills with the ability to meet deadlines and targets• Good team worker |
| KNOWLEDGE | <ul style="list-style-type: none">• Excellent understanding of the renewable energy, energy and water efficiency agendas• Good knowledge and understanding of project management and reporting tools• Good knowledge and understanding of budgetary and financial procedures, including external funding reporting requirements |
| BEHAVIOURS AND KENT VALUES | <p>Kent Values:</p> <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 compassionate, understanding and respectful to all• We are strong together by sharing knowledge• We are all responsible for the difference we make |