

Kent County Council

Job Description: Community Engagement Team Leader [Road Safety]

Directorate:	Growth, Environment and Transport
Unit/Section:	Road Safety & Active Travel
Grade:	KR 11
Responsible to:	West Kent Highway Improvements Manager

Purpose of the Job:

Lead the engagement across West Kent to ensure a community voice in identifying, developing and positive outcomes for new improvements on the highway.

Main duties and responsibilities:

- Lead the engagement with local elected Members in identifying and shaping highway improvements
- Lead the engagement with Parish & Town Councils to develop their Highway Improvement Plan
- Develop a community driven programme of improvements and work closely with the Planning & Advice Team Leader and Design & Delivery Team Leader to ensure successful delivery, acceptance and benefits from our investment.
- Manage a team, and with the other Community Engagement Team Leader develop, record and review sound business process to ensure a consistent service across the county
- Support the successful delivery of improvements through community engagement before, during and after scheme delivery or any other road safety initiatives.
- Lead on writing and delivering public consultations for proposed highway improvements, and help train the wider team on presenting consultations successfully to ensure community buy in.
- Liaising and ensuring timely and high-quality responses to members of the public, elected Members, Parish Councils, contractors, utility providers, third parties and emergency services as required, and in accordance with Kent's service level requirements.

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.

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Person Specification: Community Engagement Team Leader

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 the criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• Degree or equivalent in relevant discipline• Programme and project management qualification or equivalent and/or experience• Membership of a professional body
EXPERIENCE	<ul style="list-style-type: none">• Proven experience of successful programme management of highway schemes.• Proven experience of directing internal and external multi-disciplinary teams.• Proven experience of cost control within a programme environment.• Proven experience of writing and presenting reports to committees (such as Joint Transportation Boards).• Good knowledge of national and local standards, techniques and technical procedures including CDM regulations and risk assessments.
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Ability to motivate and hold people accountable to standards of performance and to improve team performance and effectiveness.• Ability to work across service areas and promote cross-functional working.• A high level of interpersonal skill; a competent influencer and negotiator.• Commercial awareness.• Excellent communication and presentation skills.• Able to work under pressure and prioritise effectively.• The ability to travel across a wide geographical area in a timely and flexible manner at various times of the day is essential.
KNOWLEDGE	<ul style="list-style-type: none">• Experience and knowledge of managing and influencing the political and administrative processes of local government.• Excellent knowledge of the principles of programme management.• Good knowledge of financial management.
BEHAVIOURS AND KENT VALUES	<ul style="list-style-type: none">• Kent Values:•• 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