

Kent County Council  
Job Description: Senior Project Officer

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

**Purpose of the Job:**

Develop, support, monitor and review activity relating to specific projects within a multi-agency environment, including the development of policy, organisation structure and management processes. Provide extensive advice and support to managers across the Directorate in order to ensure effective project implementation is in line with budgets and timescales.

**Main duties and responsibilities:**

1. Support and manage a range of projects across the Directorate and within a multi-agency context at all stages of the project cycle, including preassessment, project initiation, planning, management of project dependencies, development of sustainability plan, assisting in the project closure and lessons learned report
2. Monitor and evaluate the progress of the project, identifying any scope for improvement to current projects or any problems or constraints as determined by legislation, national and local policy and initiatives, in order to develop project proposals and business cases which support agreed and changing objectives.
3. Monitor any relevant commissioning activity, as agreed with senior managers, in order to ensure that overall project objectives are met.
4. Maintain regular and effective communication with stakeholders, including recommendations and reports on projects to ensure that informed decision making takes place.
5. Develop specialist knowledge of project management techniques, relevant services and initiatives related to the projects to enable informed decision making throughout the various stages of the project and to ensure effective briefing to all stakeholders.
6. Provide support to the Project Manager in the planning and monitoring of project budgets to ensure tight financial control and the effective use of resources.
7. Develop and implement contingency plans so that any services affected by the project can continue to be provided if the original plan does not meet particular timescales. Develop, maintain and analyse monitoring and audit information for all stages of the project, to ensure that all relevant standards are met.

8. Promote the project within KCC and across partnership agencies at a strategic level to ensure full user and stakeholder participation in the development of appropriate initiatives.
9. Prepare a business case for the project, to reflect the requirements of any external funding and to ensure the appropriate development of services via targeted projects.
10. Horizon scan and contribute ideas to innovation initiatives, projects, and activities across the Directorate at all stages of the project cycle. Implement agile approaches and methodologies, ensuring the Directorate has capacity, capability, and culture to continually improve and redesign the way it delivers services at pace.

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: Senior 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.

	CRITERIA
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• NVQ4 to 5 or equivalent and full professional qualification.</li> <li>• Willingness to work towards the organisations recognised APM PMQ qualification.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Substantial project management experience within a relevant field</li> <li>• Experience of joint working and working in multi-agency partnerships at a local, regional and national level</li> <li>• Managing budgets and forecasting</li> <li>• Direct experience of work involving analysis or review in a range of settings</li> <li>• Previous experience of presenting reports and participating in meetings with elected Members and Senior Officers</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills (both verbal and written) to communicate with people at all levels</li> <li>• Excellent presentation and negotiation skills</li> <li>• Ability to think creatively and strategically</li> <li>• Ability to manage and deliver change appropriately</li> <li>• Ability to build relationships across organisational and professional boundaries and to work collaboratively with external agencies</li> <li>• Ability to analyse and interpret complex data</li> <li>• High level of political and organisational skills – tact and diplomacy</li> <li>• Ability to be innovative and challenge accepted ways of working</li> <li>• Excellent organisational and co-ordination skills</li> <li>• Ability to work in an agile way to meet strict deadlines and targets</li> <li>• Ability to effectively plan and implement projects</li> <li>• Project initiation, implementation and evaluation skills</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of issues relating to specific project areas</li> <li>• Good working knowledge of legislation relating to the project areas</li> <li>• Up-to-date knowledge of research and policy developments which impact on the project areas</li> <li>• Good general knowledge across a broad range of the</li> </ul>

	<ul style="list-style-type: none"> <li>• Council's services in order to ensure that proposals are consistent with the Council's overall policies and directives</li> <li>• Awareness of and responsiveness to political issues</li> <li>• Knowledge and understanding of budgetary and financial procedures including external funding mechanisms</li> </ul>
<b>BEHAVIOURS AND KENT VALUES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are brave. We do the right thing, we accept and offer challenge</li> <li>• We are curious to innovate and improve</li> <li>• We are compassionate, understanding and respectful to all</li> <li>• We are strong together by sharing knowledge</li> <li>• We are all responsible for the difference we make</li> </ul>