

Directorate:	Growth, Environment and Transport
Unit/Section:	Sustainable Business and Communities
Grade:	KR9
Responsible to:	Sustainable Business Programme Manager

Purpose of the Job:

The Sustainable Business & Communities Team is responsible for the Kent & Medway Energy and Low Emissions Strategy implementation plan with our partners to achieve outcomes for Kent's environment, health and the economy and further embed themes across KCC's corporate policies, strategies and commissioning.

The post will be based within the Sustainable Business Team which enables the growth of the Low Carbon and Renewable Energy Economy (LCREE) and Environmental Goods and Services Sector (EGSS) by supporting eco-innovative companies to ensure an increasing supply and awareness of these goods and services across the piece. The Sustainable Business Team also work to increase SME competitiveness by providing advice, support and grants to reduce operational costs through resource efficiency, sustainability, business resilience and enhancing their eco credentials.

The Sustainable Business Team is predominantly funded by the European Structural Investment Funds (ESIF) and ERDF Interreg programmes. It delivers a growing array of projects with the shared theme of helping businesses to optimise the use of resources and adopt eco-innovative and low carbon solutions in ways that improve business performance and resilience, at the same time contributing to the protection and preservation of the environment.

Main Duties and Responsibilities:

1. Lead and co-ordinate technical delivery of key sustainability and low carbon projects to ensure the successful management of the Low Carbon Kent project portfolio, working in partnership with the Public and Private Sector and other key delivery bodies.
2. Ensure effective and efficient implementation of programme activity that are delivered on time, on budget and as described in project application/funding agreement/initiation documents. This will include meeting monitoring and audit requirements, using appropriate management tools and liaison with relevant internal and external partners.
3. Gather, analyse and report on data and information to provide expert advice, guidance and assistance to key sectors and stakeholders in the delivery of the Sustainable Business Programme. Maintain an up-to-date knowledge of environmental and low carbon related research and best practice, relevant to all project themes.
4. Directly liaise and work with priority sectors and key stakeholders (including internal and external partners) to design, develop and deliver tools, techniques, training and guidance documents when required to further the work of the Low Carbon Kent team.

5. Oversee the implementation of local pilot activity on Interreg and other portfolio projects including consultant and stakeholder management to ensure that overall project objectives are met.
6. Deliver project communication, engagement and partnership building activities with owners of SMEs and communities in the Kent and Medway low carbon economy, including strategic planning and facilitation of meetings, workshops and events.
7. Devise, commission and deliver or supervise low-carbon and sustainability training and capacity building programmes for businesses and communities.
8. Manage, in conjunction with colleagues, local project budgets. Meet all procurement and reporting requirements from the funders and Kent County Council.

Footnote: This job description is provided to assist the job holder to know what the 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 Projects Facilitator*

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"> Graduate level qualifications in an environmental discipline or equivalent knowledge/professional experience.
EXPERIENCE	<ul style="list-style-type: none"> Proven experience in project delivery, ideally with EU-funded projects Proven experience in communication and engagement with varying stakeholders (public and private) and extensive partnership working Proven experience in interpretation and analysis of complex information Understanding of risk management processes and prioritisation Can apply experience to solve complex problems
SKILLS AND ABILITIES	<ul style="list-style-type: none"> High order interpersonal skills to deal with stakeholders, partners and other senior professional staff, including staff in partner agencies. Excellent communication skills of all types applied to a wide variety of needs and audiences. Enthusiasm and the ability to get jobs done. Excellent organisational skills and ability to prioritise and work independently. Ability to work accurately under pressure of deadlines. Must work well in a team. Applicant must be able to take instructions as well as lead on projects. Strong ICT skills (Word, Excel, Outlook, PowerPoint)
KNOWLEDGE	<ul style="list-style-type: none"> Excellent knowledge of sustainability, energy and low-carbon sector, specifically the Circular Economy. Excellent knowledge of effective engagement and communication techniques Excellent knowledge of business and supply chain support Excellent knowledge of local authority responsibility
BEHAVIOURS AND KENT VALUES	<p>Openness</p> <ul style="list-style-type: none"> Act with integrity, honesty and transparency Welcome and expect change and evolving technology Work in new ways Be willing to learn Work as a whole council Treat people fairly and with respect <p>Invite Contribution and Challenge</p>

	<ul style="list-style-type: none"> • Work collaboratively to find new solutions • Innovate • Put the interests and wellbeing of customers first <p>Be open to challenge</p> <ul style="list-style-type: none"> • Actively encourage and expect contribution Accountability • Do more for yourself • Take personal and professional responsibility for your actions and performance • Deliver at pace • Look for ways to save money • Look for commercial opportunities • Focused on outcomes <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
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