

Directorate:	Growth, Environment and Transport
Unit/Section:	Highways, Transportation and Waste
Grade:	KR12
Responsible to:	Elected Chair of the KRP Officers Advisory Group (Grandparent – Elected Chair of the KRP Members Board)
	Reporting to Head of Waste Management, Kent County Council

KRP staff are administratively hosted by Kent County Council on behalf of all 13 Kent Councils.

Purpose of the Job:

To provide leadership and direction for the Kent Resource Partnership (KRP) in full consultation with the KRP Officers' Advisory Group and KRP Members Board to deliver enhanced two-tier working in support of the Kent taxpayer, and the wider interests of any other complementary programmes as appropriate.

To co-ordinate the delivery of Kent's Joint Municipal Waste Management Strategy and assist the development and delivery in line with prevailing legislation and national ambitions.

To take a lead facilitating role in the development, specification and delivery of shared delivery programmes and associated work-streams that demonstrably support the interests of Kent's taxpayers.

Main duties and responsibilities:

1. Co-ordinate senior level support and strategic advice to the KRP and ensure the appropriate administration of Members and Officers meetings. Prepare and present regular reports to the Partnership on activities, finance and progress against plans and projects.
2. Develop and identify KRP-specific strategies and projects in consultation with the 13 local authorities to ensure ownership, approval, and deliverability by all partners.
3. Develop relationships and work closely with other Waste Partnerships, trade bodies and waste producers.
4. Lead the development of the KRP, in collaboration with all partners creating a 'climate' for joint working. Deliver and lead on designated projects that demonstrate sound financial reasoning which benefit the ambitions across both tiers of local government.
5. Investigate, lead, promote and develop, with constituent Councils, initiatives that lead to improved environmental outcomes such as carbon reduction and the circular economy.
6. Demonstrate and promote understanding and awareness of the joint organisational arrangements at Member and Officer levels for Waste Management, provide regular presentations and information to relevant political Boards.
7. Ensure the finance and other documents within the KRP business planning suite are monitored, reviewed, and reported regularly. Manage the allocation of internal & external resources to the various KRP work-streams and seek to secure external funding sources to support the work of the Partnership.
8. Analyse Government Consultations relating to the waste agenda, identify potential impacts for the KRP, and construct consultation responses through and on behalf of the KRP and influence others' responses (e.g. LGA, NAWDO and LARAC).

9. Secure and manage any Direct the organisation of any training requirements for the Partnership Officers and Members, including induction and management of staff.
10. Lead effective communications on behalf of the Partnership with other agencies and the media to ensure cohesive messages and understanding.
11. Undertake any other duties commensurate with the position as designated by the KRP.

This job description will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the duties listed.

Organisational Responsibilities

All staff have an explicit responsibility to work as part of a team to deliver, collectively, the agenda of the County Council. These are fundamental elements of their role not an addition and are summarised as follows;

Whole Council

- Seek to improve the lives of all residents in Kent and the economy of Kent
- Act as corporate parent to the Council's looked after children
- Take an active role in promoting and ensuring the Council's responsibilities for safeguarding are met.
- Understand, communicate and contribute to the delivery of KCC's strategic aims
- Meet statutory obligations and promote and ensure compliance with policies and procedures and the Council's Code of Conduct (Kent Code).
- Advise elected Members and support the democratic process
- Promote the Council brand and enhance the overall reputation of the Council
- Understand and monitor the measures of performance, including customer insight, which define successful outcomes for KCC services.
- Maintain and ensure a relentless focus on the customer
- Act to support the Council-wide need to deliver services within budget, thereby avoiding an overspend that could damage the financial viability of the Council
- Overcome professional and service silos to achieve the County Council's objectives.

Integration of Services

- Focus resources where they have the biggest impact
- Deliver services that are flexible and adaptable
- Integrate services within KCC and work with partner agencies to ensure a seamless customer experience
- Fully and inclusively engage all staff in the delivery of services, demonstrating the Council's leadership values and competencies.

Embedding Commissioning and Engaging Relevant Markets

- Establish an outcome focused organisation
- Meet the financial regulations and standing orders of KCC
- Challenge the status quo and engage with the market to constantly improve.
- Ensure all services are delivered effectively and efficiently
- Proactively and continuously seek to improve service delivery
- Proactively manage risk to avoid inertia whilst not exposing the Council to needless and avoidable challenge or loss

Managing Change

- Understand and support the Authority's overall change
- Understand and support the Authority's overall change agenda
- Deliver required outcomes of service specific change on time and to budget
- Understand the quality of staff, support their development, nurture those with talent
- Identify the skills for the future and the level of staff through robust workforce planning
- Identify and deal with underperformance.
- Deliver to agreed budget and income targets.

The following outlines the Minimum criteria for this post. Applicants who have a disability and who meet the minimum criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	ESSENTIAL
SKILLS AND EXPERIENCE	<ul style="list-style-type: none"> ▪ A clear understanding of the waste and resource management field in the UK, and the economic, social, environmental, and legislative drivers for change. ▪ A clear understanding of the national waste agenda and emerging issues. ▪ A track record of accountability in providing successful delivery programmes for waste management in local government setting. ▪ Understanding of KRP governance processes, in compliance with its Operating Framework, terms of reference etc. ▪ Ability to maintain effective relationships and ability to deliver through partnership working. ▪ Ability to innovate, challenge current ways of working and identify new approaches to deliver best value. ▪ Track record of managing successful projects. ▪ Ability to work through procurement processes and to comply with financial and other governance rules. ▪ High level verbal, written communication skills, including presentation skills and report writing. ▪ Personal credibility and ability to engender trust and respect. Awareness of the balance of transparency and the imperative of preserving commercially sensitive data. ▪ The ability, sensitivity and interpersonal skills to facilitate working in a political environment, retaining impartiality. ▪ Ability to lead, manage and motivate staff, particularly project teams. ▪ Ability to travel.
BEHAVIOURS	<ul style="list-style-type: none"> ▪ Can Do Approach – Flexible, proactive to changing circumstances. ▪ Initiative – Proactive, taking responsibilities for actions. ▪ Partnership Working – open and inclusive. ▪ Managing Performance – Ensuring delivery to acceptable standards. ▪ Ability to work on own initiative with a confident manner. ▪ Demonstrate teamwork and cooperation skills. ▪ Good communication skills with emphasis on good grammar. ▪ Proven ability in organising and arranging events.

	<ul style="list-style-type: none"> ▪ High level of competency with all aspects of Microsoft Office. ▪ Knowledge of the Waste Industry and an interest in environmental issues.
KENT VALUES	<p>Our new values 2020</p> <p>Everything we do should be guided by our values. They set out who we are as people, what we stand for and how we act.</p> <p>We've revised our values to reflect what we've heard from staff directly, and what we've seen clearly during the Covid-19 emergency response. These are the values that we demonstrate ourselves, see around us and collectively and individually strive for:</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 ▪ Open ▪ Invite contribution and challenge ▪ Accountable