

## Kent County Council

### Job Description: KRT Project Support Officer

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<b>Directorate:</b>	<b>Deputy Chief Executive's Department</b>
<b>Unit/Section:</b>	<b>Infrastructure</b>
<b>Grade:</b>	<b>KR6</b>
<b>Responsible to:</b>	<b>KRT Resilience and Emergency Planning Manager</b>

#### **Purpose of the Job:**

The post will provide a range of project support roles for a professional multi-agency team responsible for the co-ordination of multi-agency planning and preparation work across the Kent Resilience Forum, in accordance with the Civil Contingencies Act and other relevant legislation and regulations.

This role will also support multi-agency emergency management and operational response functions in furtherance of the County Council's emergency planning and business continuity duties

#### **Main duties and responsibilities:**

1. To support planning for and implementation of specific time-limited projects.
2. Support a project portfolio informed by the business plan ensuring the service is able to deliver its statutory duties, undertaking straight forward problem solving, and passing more complex queries to senior officers.
3. To support the Risk, Plans & Capabilities, Training & Exercising, and Lessons Identified / Lessons Learned workstreams within the Kent Resilience Team, and more widely in the Kent Resilience Forum.
4. Support the operation of systems, procedures, and guidance within the Kent Resilience Team.
5. To deliver support during incidents and other emergencies affecting the Kent Resilience Forum as appropriate (this may sometimes require working out of hours)
6. Support innovation by highlighting new ways of working and improvements to the current way of working by identifying how improvements can be made to improve the delivery of emergency planning and resilience processes and procedures.
7. Responsible for delivering a customer centric approach and displaying customer focused, professional and empathetic behaviour. Provide excellent service putting the customer at the heart of every aspect of the work.
8. To undertake other tasks and duties as may be required by the KRT Management Team, including maintaining rotas, financial and administrative systems.

Footnote: This job description is provided to assist the job holder to know what their 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: KRT Project Support 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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Level 2/3 qualification (or equivalent) and / or</li> <li>• Relevant professional qualification</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of working in a public sector</li> <li>• Experience of working in a emergency services or response environment</li> <li>• Demonstrable experience of partnership working within a public sector setting at different levels.</li> <li>• Experience of supporting projects</li> <li>• Experience of communicating effectively with colleagues and peers, both one-to-one and in a team setting.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Good written and verbal communication skills, and able to adapt the communication style to suit different audiences.</li> <li>• Proven administrative, research and analytical skills.</li> <li>• Ability to work both independently and as part of a team.</li> <li>• Ability to plan, prioritise and organise a diverse workload.</li> <li>• Ability to record consistent minutes and actions.</li> <li>• Excellent interpersonal and communication skills both oral and written.</li> <li>• Able to work on own initiative, taking responsibility for actions and decisions surrounding areas of accountability</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Awareness of current organisational resilience, business continuity, emergency planning, legislation, and policy.</li> <li>• Current knowledge or willingness to learn about the Kent Resilience Forum, and Kent County Council's role in the partnership.</li> <li>• Current knowledge or willingness to learn about Kent including its communities, geography, environment, and economy.</li> </ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul>

	<p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>
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