

## Kent County Council

### Job Description: *Sustainable Business Grants & Compliance Officer*

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<b>Directorate:</b>	<b>Growth, Environment and Transport</b>
<b>Unit/Section:</b>	<b>Sustainable Business &amp; Communities</b>
<b>Grade:</b>	<b>KR9</b>
<b>Responsible to:</b>	<b>Sustainable Business Programme Manager</b>

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

The Sustainable Business Team at Kent County Council are recruiting a Sustainable Business Grants & Compliance Officer that will be responsible ensuring compliance requirements are met and outputs are accurately monitored through the delivery and operation of the Low Carbon Across the South and East 3 (LoCASE 3) project, including grant administration, business engagement and reporting.

The LoCASE programme works with SMEs across multiple Local Enterprise Partnership (LEP) areas to provide assistance and guidance for SMEs wanting to optimise the use of resources and adopt eco-innovative and low carbon solutions in ways that improve business performance in terms of resilience, profitability and competitiveness, at the same time creating jobs and contributing to the protection of the environment. The programme also aims to increase SME competitiveness by providing advice, support and grants to reduce operational costs through resource efficiency and business resilience and to enhance their eco credentials.

The post will be based within the Sustainable Business Team which enables the growth of the Low Carbon Environmental Goods (LCEGS) sector by supporting eco-innovative companies to ensure an increasing supply and awareness of these goods and services. The Sustainable Business Team is part-funded by the European Structural Investment Funds (ESIF) and ERDF Interreg programmes. This role and team sits within the Sustainable Business & Communities Service, which is responsible for the Kent Environment Strategy and seeks to achieve positive outcomes across Kent's environment, health and the economy.

#### **Main Duties and Responsibilities:**

1. Plan, establish and manage the grant process for delivering external support and ensuring that all expenditure and activity is compliant with ERDF rules and regulations; interpreting and keeping up-to-date with any changes and implementing relevant measures.
2. Monitor and report on the delivery and performance of ERDF funding and to ensure that contracts are delivered to meet all ERDF criteria and compliances/requirements; identifying areas where delivery/performance monitoring can be improved or expanded and manage changes within any agreed budget.
3. Prepare and reconcile evidence and documentation for financial claims and activity reports; working with Sustainable Business team members and finance team to ensure the funding body requirements are met and only eligible expenditure is claimed in accordance with programme rules and relevant legislation.
4. Ensure grant application and defrayal processes are well administered and that all staff are fully trained and informed of relevant compliance measures and procedures to support on-track, on-time, and on-budget implementation of projects.

5. Prepare and coordinate regular grant monitoring and audit requirements, using appropriate management tools and through regular and timely Grant Review, Opening, and Closing Meetings with relevant internal and external partners.
6. Develop and oversee a comprehensive information management and filing system, ensuring contractual documents, reports, and key correspondences are consistently and frequently filed by team members including development of training materials, compliance gates and protocols.
7. Maintain a broad and deep understanding of ESIF compliance, regulations, and procedures while proactively identifying and advise upon compliance risks throughout the portfolio and advise on necessary actions.
8. Ensure effective channels of internal and external communications relating to grants are established and respected, confirming senior management and technical leads understand communication protocols and provide copies of correspondence for files; Liaise with all key stakeholders about specific compliance issues, clearly communicating issues to relevant colleagues and internal/external stakeholders.
9. Analyse and present information using a variety of techniques and tools; including written reports, oral presentations, spreadsheets, databases and other technical tools.

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: *Sustainable Business Grants & Compliance 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>• Graduate level qualifications in an environmental discipline or equivalent knowledge/professional experience</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Excellent knowledge of compliance and monitoring principles with practical experience of applying this knowledge in grant funded projects</li><li>• Good knowledge and understanding of European Structural Investment Funds, especially ERDF</li><li>• Proven experience in communication and engagement with varying stakeholders (public and private) and extensive partnership working</li><li>• Proven experience in interpretation and analysis of complex information</li><li>• Understanding of risk management processes and prioritisation</li><li>• Can apply experience to solve complex problems</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• High level interpersonal skills to deal with stakeholders, partners, and other senior professional staff, including staff in partner agencies</li><li>• Excellent communication skills of all types applied to a wide variety of needs and audiences</li><li>• Excellent organisational skills and ability to prioritise and work independently</li><li>• Ability to work accurately under pressure of deadlines</li><li>• Must work well in a team</li><li>• Applicant must be able to take instructions as well as lead on projects</li><li>• Strong ICT skills (Word, Excel, Outlook, PowerPoint)</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Excellent knowledge of sustainability, energy and low-carbon sector</li><li>• Excellent knowledge of effective engagement and communication techniques</li><li>• Excellent knowledge of business and supply chain support</li><li>• Excellent knowledge of local authority responsibility</li></ul>
<b>BEHAVIOURS AND KENT VALUES</b> The post holder will be expected to display all the Kent Competencies but listed here are several key competencies for this role	<p>Kent Values and Cultures:</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></ul>

	<ul style="list-style-type: none"><li>• We are all responsible for the difference we make</li><li>• Compassionate &amp; inclusive</li><li>• Working together – building and delivering for the best interests of KCC</li><li>• Externally focused – residents, families and communities at the heart of decision making</li><li>• Flexible/agile – willing to take (calculated) risks</li><li>• Empowering – our people take accountability for their decisions and actions</li><li>• Curious – constantly learning and evolving</li></ul> <p><b>Kent Values:</b></p> <p><b>Open</b></p> <p><b>Invite Contribution and Challenge</b></p> <p><b>Accountable</b></p>
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