

Directorate:	Growth, Environment and Transport
Unit/Section:	Economic Development
Grade:	KR8
Responsible to:	Strategic Programme Manager (Business Infrastructure)

Purpose of the Job:

To undertake a range of specific project activity to support economic growth and regeneration in Kent. This will include working across local communities in partnership with colleagues from the public, voluntary and private sectors.

To support a range of projects within the overall broadband delivery programme. Including research, compiling, evaluating, and providing advice and support to managers in the broadband project team with a focus on monitoring and report writing to coordinate and implement specific projects at a local level.

Main duties and responsibilities:

1. Undertake project work to support Kent County Council's (KCC's) economic growth agenda
2. Co-ordinate and deliver project activity, working on specific and sometimes specialist workstreams which will vary in subject, scale; and complexity to ensure the projects' benefits are realised
3. Develop specialist, relevant knowledge to brief and advise staff at all levels, including senior managers and on occasion Members, concerning project progress, giving presentations and providing written reports as required, to ensure that they are fully informed at each stage of the project
4. Undertake research and analysis to meet project objectives. Monitor and evaluate the progress of projects, identifying scope for improvement or any problems or constraints as determined by legislation and national and local initiatives to develop project briefs which support agreed and changing objectives.
5. Monitor and report the project's progress against the plan, evaluating progress to aid policy development and decision-making
6. Prepare material for meetings and presentations, keeping track of agreed actions by partnership agencies and co-ordinating responses to ensure that the project progresses within agreed timescales. Update, modify and retrieve project data, prepare a variety of reports, cross check data and develop new systems to provide accurate and reliable information.

7. Contribute to the writing of bids and other funding opportunities to secure funding for new projects
8. Supervise others including project assistants when appropriate to deliver project activity including events

Kent County Council

Person Specification: Project Officer (Business Infrastructure)

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	<p>Degree/NVQ 3 (or equivalent experience)</p> <p>Clear commitment to further personal and professional development</p>
Experience	<p>Experience of working in teams with a range of partner organisations and agencies</p> <p>Experience of project work, including working on projects of significant complexity</p> <p>Experience of working in a political environment</p>
Skills and Abilities	<p>Outstanding numerical and creative written skills and an eye for detail are essential</p> <p>Ability to analyse and research information to inform project decision making</p> <p>Excellent communication and interpersonal skills and a proven track record of working well within teams and building effective working relationships with customers.</p> <p>Aptitude for learning and understanding technical information</p> <p>Ability to plan and prioritise workload to meet deadlines and to work with minimum direction with a proven track record in planning and delivering project activity</p> <p>Commitment to equalities and promotion of diversity in all aspects of work</p>
Knowledge	<p>Knowledge and experience of report writing skills</p> <p>Awareness of Data Protection, Freedom of Information and transparency and confidentiality issues.</p>

	<p>Some knowledge of external funding agreements, contracts, claims, audit and procurement processes</p> <p>Staff will be expected to have an awareness of and work within national legislation and Corporate and Directorate policies and procedures relating to Health and Safety</p>
Behaviours	<p>Open – acting with integrity, honesty and transparency, willing to learn and treating people fairly and with respect</p> <p>Invite contribution and challenge – work collaboratively to find new solutions that put the interests and wellbeing of Kent people first</p> <p>Accountable – taking personal and professional responsibility for actions, performance and KCC's money</p>