

Directorate:	Strategic and Corporate Services
Unit/Section:	Strategy, Policy, Relationships and Corporate Assurance
Grade:	KR10
Responsible to:	Domestic Abuse Policy Lead

Purpose of the Job:

Develop, manage, deliver and review activity relating to specific projects and areas of work within a multi-agency environment in order to ensure progress against the activity of the Kent and Medway Domestic Abuse Action Plan. Interpret policy implications of legislation and local and national initiatives which may impact on the Council's services and users, and be able to quickly translate and communicate these learnings.

Main duties and responsibilities:

- Manage, deliver and review a range of projects in liaison with key stakeholders providing regular reports as required to ensure the successful implementation and completion of projects within defined processes, timescales and budget.
- Build and maintain effective relationships and regular communication with key partners, preparing and delivering briefings when required, in order to promote collaborative working and join agendas. Promoting the work area within KCC and across partnership agencies at a strategic level to ensure full user and stakeholder participation in the development of appropriate initiatives
- Organise and deliver presentations and engagement activities to a variety of internal and external audiences, including Members, Senior and Corporate Management Teams. Using methods tailored to the needs of the recipient in order to promote a wider understanding and appreciation of projects.
- Working closely with commissioning colleagues to shape strategic development and direction of services in response to government legislation including the Domestic Abuse Act.
- Management of formal and statutory governance structures and actions including those linked to domestic homicide reviews (DHRs), working with safeguarding boards and Community Safety Partnership.
- Providing support to the lead Programme Manager in the planning and monitoring of project budgets to ensure tight financial control and the effective use of resources.

- Preparing business plans for Projects, to reflect the requirements of any resourcing, funding (external and internal), partnership/stakeholder management and to ensure the appropriate development of services via targeted projects.

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: Domestic Abuse Project Officer

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"> • Educated to degree level or equivalent. • Prince 2 qualification or other equivalent project/programme management qualification or a willingness to work towards this.
EXPERIENCE	<ul style="list-style-type: none"> • Project management experience within domestic abuse, violence against women and girls (VAWG), supporting vulnerable people or another relevant field. Experience of developing projects from initiation to completion. • Experience of building effective relationships and partnerships with internal and external stakeholders; Proven record of working successfully across multiple external partners • Experience of supporting the delivery of a high level Partnership Board and managing multiple stakeholder relationships. Experience of upwards management to ensure the delivery of outcomes by the Board. • Previous experience of preparing briefings, presenting reports and participating in meetings with elected Members and Senior Officers with minimal supervision.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability to undertake a range of activities within tight deadlines and manage workload with minimum supervision, whilst understanding the priorities of the team. Ability to work in a fast moving environment. • Ability to think creatively and strategically, able to come up with creative solutions which work to support stakeholders to meet objectives. • Ability and confidence to manage and Chair meetings, being able to challenge colleagues and stakeholders while having empathy and understanding of working contexts to find solutions which improve outcomes of services.

KNOWLEDGE	<ul style="list-style-type: none"> • Good knowledge of background issues relating to domestic abuse or other relevant sector. • Understanding of policy function and wider governance structures within local government. • Good understanding of inter agency and partnership working. Political awareness, diplomacy and sensitivity
BEHAVIOURS AND KENT VALUES	<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 <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>