

KENT GRADUATE PROGRAMME

YOUR APPLICATION PACK

TO AN
EXCITING
FUTURE

RECRUITING LOCAL GOVERNMENT PROFESSIONALS OF THE FUTURE

Apply online:
[kent.gov.uk/jobs/starting-your-career/
kent-graduate-programme](https://kent.gov.uk/jobs/starting-your-career/kent-graduate-programme)

Closing date: **21st December 2020**

**Your Economic
Development Stream**
application pack includes:

Introduction to
Kent County Council

Job description

Recruitment selection criteria

Vacancy timetable

Working for Kent County Council





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November 2020



APPLICANT INFORMATION PACK

Dear Candidate

Reference your application for post of Economic Development Graduate Programme

Thank you for your interest in this challenging but rewarding role. The successful candidate will be offered a position, ensuring the right skills, experience and knowledge mix exist in the team.

IMPORTANT NOTE to candidates **BEFORE** making an application:

- You must provide all relevant information in the online application itself; a CV is not required for this position and will not be reviewed as part of the selection process.
- You must list a full employment history and explain all gaps in employment.
- Please list your qualifications, listing the highest first: provide the level of qualification; name of subject; the grade and year of achievement. For example, BSc (Hons) Forensic Science (2:1); HND Bio-medical Science (distinction) (2017); GCSE (O-level) English Literature (C) (2017)
- Refer to the person specification and use the 'reason for application' to demonstrate how your past experience, knowledge or skills and achievements will transfer to the position you are applying for, please provide examples.



First Sift Recruitment Exercise/Shortlisting

Following the closing date, applicants will be invited to participate in a first sift activity. Please make a note of the dates of the first sift recruitment activity in your diary.

Application forms and video submissions will then be reviewed by the graduate team and a scoring matrix will be used to identify those candidates that demonstrate through the online application form and first sift exercise how they meet the selection criteria for the role.

Assessment Centre

Candidates who are shortlisted for assessment centre following the first sift recruitment activity will be notified by telephone and in writing of their invitation. Please make a note of the assessment centre dates in your diary.

The Interview

Where an assessment day is held, candidates that are successful will be informed as soon as possible after the end of the day itself and invited for interview by telephone and in writing. Please make a diary note of the interview date(s).

The successful candidates will be advised in writing as soon as possible after the last interview. You may ask for feedback after the decision has been made.

Introduction to Kent County Council

Visit our website at www.kent.gov.uk

We are the UK's largest local authority, with a workforce in excess of 30,000 people, including maintained schools, serving a population of 1.4 million. We have various offices in central locations and a large number of service establishments throughout Kent; our corporate office is based in Maidstone.

More than two thirds of our workforce provide services directly to the public – such as domiciliary Care Workers, Classroom Assistants, Social Workers, Teachers, and Occupational Therapists etc.

Our annual budget covers a huge range of services. This translates into a host of interesting roles and career paths awaiting those who want to work in a leading edge public sector organisation.

Aims and objectives


Our focus is on improving lives by ensuring that every pound spent in Kent is delivering better outcomes for Kent's residents, communities and businesses. As long as those outcomes are supported by the right services, at the right quality and right cost, they could be delivered by KCC, the public, private or voluntary and community sector. This shift towards a strategic commissioning approach is set out within our Strategic Statement "Increasing Opportunities, Improving Outcomes".

In becoming an outcome focused organisation the way we work within KCC, and with our partners and providers, is changing. Our approach is to:

- Promote personal and family responsibility;
- Focus on prevention and supporting independent living;
- Maximise social value from the services we commission;
- Commission and design services with our partners;
- Maximise the value of the Kent tax pound;
- Be business orientated and entrepreneurial;
- Be a strong voice for Kent nationally and internationally;
- Recognise that no one size fits all.

The [Strategic Delivery Plan](#) is our business plan for 2019 - 2022.

The plan summary captures all of our significant commissioning, service and policy activity in one



place, looking ahead over the next 3 years.

Our business plan plays an important part in delivering the outcomes of our strategic statement, [Increasing Opportunities, Improving Outcomes](#).

Political Arrangements

The County Council has 81 councillors and elections take place every four years.

The political composition of the County Council is as follows:

Conservative	65 members
Liberal Democrat	7 members
Labour	5 members
Independent Groups	4 members

The Leader of Kent County Council is Roger Gough.

There is a Cabinet of Executive Members which meets regularly to debate policy issues and make key decisions. The cabinet comprises of:

Roger Gough	Leader of Kent County Council
Peter Oakford	Deputy Leader and Cabinet Member for Finance, Corporate and Traded Services
Clair Bell	Cabinet Member for Adult Social Care and Public Health
Susan Carey	Cabinet Member for Environment
Sue Chandler	Cabinet Member for Integrated Children's Services
Mike Hill OBE	Cabinet Member for Community and Regulatory Services
Richard Long	Cabinet Member for Education and Skills
Michael Payne	Cabinet Member for Highways and Transportation
Shellina Prendergast	Cabinet Member for Communications, Engagement and People
Mike Whiting	Cabinet Member for Economic Development

Structure of KCC

The structure of the organisation is as shown [here](#)

The Senior Officer team consists of six Corporate Directors. For more information on the Corporate Management Team please follow this [link](#)

The four directorates are as follows:

Growth, Environment and Transport

The Directorate comprises a range of key frontline, strategic, policy and commercial functions, and plays a major role in making Kent a better place to live, work and visit. The services provided, and the future the directorate helps to shape, affects every household in Kent. This includes strategic responsibility for the future of the county in terms of planning, economic development, transport policy, and major transport improvement schemes, waste disposal and recycling services. In addition, GET manages country parks; libraries; and delivers enforcement services including trading standards, community safety and emergency planning.

Responsible for services that include:

Highways, Transportation & Waste, Regulatory Services, Economic Development, Community Safety & Emergency Planning, Libraries, Registration & Archives, Sport & Country Parks, Arts including Kent Film Office, Development Planning, Planning Applications, North Downs Areas of Outstanding Natural Beauty, Flood Risk & Environment, Sustainability & Climate Change and Heritage Conservation

Adult Social Care and Health

The Directorate commissions and provides a range of services to improve outcomes for older and vulnerable adults, including those with mental health issues or disabilities, and their families. The Directorate supports vulnerable adults to live independently by promoting their wellbeing and supporting their independence. Services for adult mental health and learning disability already work in integrated teams with NHS colleagues and as a key partner in the Kent and Medway STP we are developing multi-disciplinary teams within communities to support local care.

Responsible for services that include:

Adults Central Referral Unit, Adult Community Teams, Safeguarding and quality, Kent Enablement at Home, Sensory and Autistic Spectrum Conditions Service, Integrated/Registered Care Centres, Day Centres, , Community Learning Disability Teams, In-House Provision and Mental Health Services.

Children, Young People and Education Directorate

This Directorate combines and integrates the statutory responsibilities of Specialist Children's Services together with Education services and the targeted and universal services for children and young people within Early Help and Preventative Services. There is a strong focus on alignment of resources to help ensure achievement of one of the key County Council strategic outcomes: 'Every child and young person in Kent gets the best start in life'. To improve outcomes for children and young people, services within the Directorate are working together with relevant partners to deliver the vision set out in the Children and Young People's Services Integration Programme.

Responsible for services that include:

Children's Social Care, Adoption & Fostering, Standards & School Improvement, Skills & Employability, Early Years and Childcare, Provision Planning, Fair Access, Educational Psychology, SEN Assessment & Placement, Youth Justice, Outdoor Education Centres, Children's Centres and Youth Hubs, Inclusion & Attendance, Early Intervention and Community Learning & Skills and Disabled Children and Young People Teams.

Strategic and Corporate Services

The Directorate supports the delivery of our front line services. The Directorate leads and co-ordinates major change, organisational design, development and provides a critical client and contracting role with our trading companies including property, legal and customer contact. It provides organisational wide governance, financial management and a major contribution to our political and external relationships.

Responsible for services that include:

Engagement, Communications, Organisation Design & Development, Finance, Governance & Law, Infrastructure, Policy and Strategic Commissioning including Procurement & Business Intelligence and Public Health

Job Description

Job Title:	Kent Graduate Project Officer Trainee
Directorate:	Economic Development, Communities and Culture
Unit / Section:	Development Infrastructure
Grade:	KR8
Responsible to:	Project Manager (Area Lead - Infrastructure)


About the Kent Graduate Programme (KGP)

The Kent Graduate Programme (KGP) is a fast track, project management development opportunity, designed to recruit high calibre graduates and grow them to support, manage and eventually lead on a variety of essential Council functions.

Project Officer Trainees should demonstrate the ability to think innovatively and bring a fresh perspective into the organisation. They should be resilient, adaptable, confident and enthusiastic, driving momentum and delivery to help support change within KCC. We are looking for a self-motivated individual, who can clearly demonstrate attention to detail and good analytical skills. Additionally, we're interested to talk to candidates that have done something extra and outside of the day to day norm. This might be an activity in your local community, an ongoing volunteering commitment, or a general interest that you have committed to.

You will participate in the programme for three years, developing your knowledge and experience in a project management environment. During this time, you will undertake a project support role to gain a broad understanding of project management methodology and acquire a basic appreciation of the department that you are working in. You will continue your development into a project officer role, where you will be supporting Senior Project Officers and Project Managers with the design and delivery of a range of projects, making a significant contribution to the work undertaken to achieve successful project outcomes.

The programme provides a strong emphasis on personal and professional development, focusing



on the skills and attributes required to succeed in a project management environment. On successful completion of the programme, trainees will be able to conduct the main roles and responsibilities of a Project Officer and will be offered a permanent role within the Infrastructure Team (part of KCC Economic Development), where you will continue your personal and professional development.

Purpose of the Job:

The specific opportunity is to work in the Infrastructure Team, contributing towards Kent County Council's strategic objectives to build critical infrastructure so that sustainable communities are developed across Kent.

You will provide project, administrative and technical support to meet the business needs of the Infrastructure Team within the Economic Development team.

The Infrastructure Team negotiates and secures financial contributions from housing developers (through Section 106 Agreements and the Community Infrastructure Levy (CIL)) to fund the delivery of County Council services such as schools and community services to serve new populations in Kent. This service is critical to developing sustainable communities in Kent.

Main job duties and responsibilities:

1. Support the weekly checks on planning lists received from Kent's District and Borough Councils to help identify new housing sites which may be applicable targets to secure financial development contributions.
2. For those housing sites on the lists which do qualify; support the assessment of their impact on KCC's services for example development of schools, youth services, community learning, social care facilities and library provision. Following this assessment, assist in determining the correct level of contributions to mitigate the impact of these new sites.

3. Following training (including work shadowing) act as the second support for the software system used by the team to record and monitor these service requirements. Help to design and maintain a training guide to support this software.
4. Provide project support to the Principal Project Officer responsible for ongoing development at Kings Hill, Kent's flagship commercial and residential development.
5. Assist in improving and simplifying the team's standard processes.
6. Help to review the plans for District and Borough Councils' new infrastructure in their area and cross check with KCC's own plans.
7. Become responsible (following training and with support) for the maintenance of records (electronic and paper filing) for the team.
8. Spend time in KCC's other services to understand the role of the Infrastructure Team and KCC's wider role in relation to new housing in Kent.
9. Provide additional project support alongside colleagues in Economic Development's Programme Support Office.
10. Research and provide information to the team. For example, on new Government policy, different examples of new infrastructure; and best practice from other authorities.

KGP Main Roles and Responsibilities:

1. To work consistently at a high level throughout programme and add significant value by supporting a range of projects across the Directorate, to ensure the successful implementation and completion of projects within the defined processes and to the appropriate timescales.
2. To represent the Council or partner organisation(s) both internally and externally, to develop and maintain an understanding and awareness of local government and relevant initiatives.
3. To add value by identifying ways to critically evaluate information, actively question and seek to improve the status quo.

4. Develop, co-ordinate and improve the effectiveness of the PMO, ensuring that procedures are in place and that these are adhered to by each member of the project management team, to ensure consistency is always maintained.
5. Conduct monthly PMO responsibilities whilst supporting ongoing project and service evaluation process, maintaining efficient and effective monitoring systems, identifying emerging trends and including the provision of data from a range of sources, as well as qualitative research exercises, to ensure ongoing service improvement.
6. Maintain regular and effective communication with colleagues at all levels within the Directorate and beyond, as well as multi-agency partners, attending team briefings, preparing and delivering briefings when required, in order to promote projects and ensure the delivery of high-quality outcomes.
7. Deliver presentations and facilitate workshops to a variety of audiences, both internal and external to the organisation using a variety of methods tailored to the needs of the audience in order to promote a wider understanding and appreciation of the projects involved.
8. Monitor budgets when working on specific projects, contributing to the forecasting process and escalating any concerns to the project managers attention, in order to ensure that the most effective use is made of resources and that the needs of the project are fully met.
9. As part of the Resource Management function, make recommendations to the PMO Manager and Senior Project Manager(s) based on resource capacity, to ensure resources are being effectively used on prioritised activity.

Kent County Council's Main Roles and Responsibilities to KGP Trainees:

1. To communicate a clear vision of what a Kent Graduate Programme Project Officer Trainee should achieve, and to provide the support and guidance necessary to achieve this.
2. To identify appropriate placement opportunities to meet the organisational needs and the personal development needs of the graduate.
3. To provide a structured training plan to develop the Kent Graduate Programme Project Officer Trainee's career, help to identify appropriate professional membership and career progression routes, and support them in studying for an appropriate qualification.

Person Specification: Kent Graduate Project Officer Trainee

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">• 2:1 degree or equivalent qualification in any discipline.• GCSE Grade A-C or above in English Language or equivalent (Level 2 qualification).• GCSE Grade A-C or above in Mathematics or equivalent (Level 2 qualification)• Willingness to work towards the Associate Project Manager apprenticeship.
EXPERIENCE	<ul style="list-style-type: none">• Experience working with multiple stakeholders concurrently.• Evidence of supporting the development and implementation of new initiatives from scratch.• Evidence of managing or supporting a project and conducting relevant research.• Experience of carrying out evaluation processes.• Experience of good record-keeping.• Good standard of numeracy to managing budgets and forecasting.• Experience of delivering presentations and presenting information to a diverse audience.• Experience of managing, mentoring or coaching staff or peers.• Confident and motivated to deliver results within a fast paced, complex environment.

KNOWLEDGE	<ul style="list-style-type: none"> • Commercially minded and able to demonstrate business acumen. • An understanding of local government and a commitment to working in the Public Sector. • Desire to gather project management knowledge and to work in a project environment.
SKILLS / ABILITIES	<ul style="list-style-type: none"> • Ability to work with a range of IT systems where applicable, with particular emphasis on a high level of understanding of Excel. • Willingness to support projects which are complex in terms of scale, structure and impact. • Analytical skills, able to evaluate data and information, draw conclusions and produce reports. • Ability to manage time effectively and prioritise own workload. • Presentation skills. • Excellent communication, literacy, interpersonal, negotiation and problem-solving skills. • Good organisation, planning and report-writing skills. • Ability to work to tight deadlines. • Proven skills in a project management environment. • Analytical and research skills. • Ability to demonstrate teamwork and ability to build effective working relationships (e.g. influencing, persuading and negotiating with others). • Ability to travel within the County at short notice.
KENT VALUES	<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

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.

The Economic Development Graduate Programme – An Overview

What's Involved

The Economic Development Graduate Programme provides exceptional opportunities for graduates wishing to work in a dynamic project environment within the public sector.

The range of opportunities within KCC's Economic Development function are many and varied. We have a continuing need to adapt to a rapidly changing economic environment, to developments in Government policy, and to ensure we serve Kent's economy and its communities in a sustainable and balanced way.


You will start your journey supporting various project and policy leads across the Infrastructure Development team within Economic Development. You will be working on a variety of areas to develop your management skills and knowledge. There will be three core elements to your work in our team:

1. Contribute to our work securing financial contributions from house builders and new residential development to fund the delivery of County Council services such as new schools for the new residents
2. Support ongoing infrastructure development at major strategic sites, including Kings Hill, Kent's flagship commercial and residential development
3. Wider project and policy management to meet the business needs for example supporting the development of the Kent Design Guide.

Training and development

The Graduate Programme is a fast track way to start your project management and public sector career.

As a 3-year Development Programme, it provides access to vital on-the-job experience with extensive training and development opportunities you won't find elsewhere in local government. We will commit to your continuing professional development and support your further study in relevant disciplines.



Whilst on the programme, you will have strong support for achieving the Associate Project Management apprenticeship and will access other continuous development opportunities, as you gain appreciation for the various roles within a project team.

While you are the driver of your career, most people benefit from the support of others. As a graduate trainee, you will have a network of support, including a line manager and various project leads. Coaching support is also available on request and we will also implement peer mentoring from another member of our team. You will also be part of a cohort of other graduates who started with you - shared learning can be very valuable too.

Location

Our main offices are in Maidstone, but travel may be required to other offices and locations around Kent. Additionally, the ongoing COVID-19 pandemic requires most employees to work at home if they are able to do so. You will be fully supported to do this, with the necessary induction, management and equipment.

Our Commitments

1. To deliver the Strategic Outcomes contained within our strategic statement '[Increasing Opportunities, Improving Outcomes](#)'
2. To deliver better outcomes for Kent residents through our [Commissioning Framework](#)
3. To provide excellent value for money services and continuously improve [KCC Performance](#)
4. To take [better care of the public](#) by improving the ways we communicate, listen and respond to their needs
5. To [inspire our staff](#) and ensure KCC promotes [equality of opportunity](#)

Working for Kent County Council

Salary and Status

This post is offered as a permanent contract.

The appointment will be subject to 1 months' notice.

KCC pays salaries to bank accounts on the 25th of the month unless this falls on a weekend or public holiday.

Terms and Conditions

The appointment is subject to the terms and conditions contained within the Kent Scheme of Conditions of Service.

27 days annual leave is provided excluding Bank Holidays. You will also receive paid time off for public holidays plus a concessionary day at Christmas.

Pensions

The post holder will have the choice of contributing to the Local Government Pension Scheme (LGPS). Further details will be available for the successful applicant.

Whole Time Employment

The person appointed will be required to devote their whole time service to the work of Kent County Council and should not engage in any other business without the express consent of the County Council.

Health and Safety Policy

The County Council recognises and accepts its responsibility as an employer, and will take positive action to ensure the health, safety and welfare of all employees and other persons who may be affected by its operations, by providing safe working conditions and a healthy and safe working environment.

Sickness Provision

Our sickness benefit scheme exceeds statutory requirements. Actual paid absence depends on how long you have worked for KCC and the circumstances of your absence. For example, after 6 years' service your benefit would be 6 months full pay and 6 months half pay.

Training and Development

KCC is committed to supporting staff to reach their full potential through annual appraisal and personal development plans, enhanced by a range of career development opportunities.

Managers from KR9 to KR20 will be required to undertake our Kent Manager standard programme within the first year of employment.

Green Travel

Our Green Travel Plan is exploring alternative modes of transport to improve travel choice and reduce congestion and pollution. This includes:

- Car sharing and emergency taxi home.
- Discounted fares, free tickets, trip planning and improved travel information.
- Pool car and bikes

Other benefits

KCC offers a range of family friendly policies including:

- A generous maternity scheme
- Emergency leave
- Parental leave
- Special leave
- Help Fund – all employees have the opportunity both to pay into the fund and to apply for help from it when experiencing financial hardship
- An in-house confidential counseling service and Occupational Health Service
- Kent Rewards - discounts at over 1,200 retailers ranging from reduced rates at Health Clubs to house and car insurance to holidays

Living in Kent

With great schools, vibrant cities, golden beaches and stunning countryside Kent has lots to offer you. Find out more about [locations in Kent](#).

Vacancy Timetable

Closing Date for Receipt of Applications: This post will close at midnight on Monday 21st December 2020

Candidates will be invited to complete a first sift activity: Tuesday 22nd December - Monday 4th January 2021

Assessment Centre to be held: Shortlisted candidates invited to attend an Assessment Centre to take place on w/c 25th January or 1st February 2021

Final Stage Interviews: Shortlisted candidates will be invited to attend interview w/c 15th February 2021

Start Date: Successful applicants will join KCC on Monday 22nd March 2021

How to Respond

To apply please visit www.kent.gov.uk to complete an online application form.