

KENT GRADUATE PROGRAMME

YOUR APPLICATION PACK

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EXCITING
FUTURE

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Closing date: **12 August 2022**

**Your Major Capital
Programme Stream**
application pack includes:

Introduction to
Kent County Council

Job description

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Working for Kent County Council





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June 2022

APPLICANT INFORMATION PACK

Dear Candidate

Application for the post of Graduate Programme Support Officer

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 the first sift exercise will 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.

The Interview

Candidates that are successful following the first sift recruitment exercise will be informed as soon as possible 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 1.6 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 to work as one council to design and deliver a cohesive, modern public service offer for all Kent's residents, businesses and communities. This will bring together change projects consistently across the council and create organisational design opportunities to transform the way we work, including our people, assets, technology, structures and service delivery.

Success in delivering this aspiration will be determined using the following criteria:

- Working beyond the limit of organisational and service boundaries
- Thinking beyond the limit of our statutory powers
- Building capacity to provide sector and system leadership
- Delivering at both strategic and local scale
- Supporting economic security
- Delivering a cohesive service offer
- Flexibly uses its assets as part of public service design and delivery

[Framing Kent's Future](#) is our top-level council strategy for 2022 to 2026. It sets out the priorities that we will focus on over the next four years to tackle the challenges and make the most of the opportunities that the county is facing. Through delivering these priorities, our aim is to improve life in Kent and build a solid foundation for the county's future success.

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	62 members
Labour (including Labour and Co-operative Party)	7 members
Liberal Democrat	6 members
Green Party	4 Members
Independent Groups	2 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
Shellina Prendergast	Cabinet Member for Education and Skills
David Brazier	Cabinet Member for Highways and Transport
Bryan Sweetland	Cabinet Member for Communications, Engagement, People and Partnerships
Derek Murphy	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

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:	Graduate Programme Support Officer
Directorate:	Growth, Environment & Transport
Unit/Section:	Highways & Transportation
Grade:	KR8
Responsible to:	Senior Programme Delivery Manager


Purpose of the Job:

The postholder will work in the Major Capital Programme Team (MCPT) and support the delivery of the Programme of large highway infrastructure schemes necessary to facilitate the required growth within the County.

They will support the Senior Programme Delivery Manager in the management, monitoring and delivery of the Major Capital Programme. Specifically, to ensure that the key stages in the MCPT Project Lifecycle are followed, all programme documentation is auditable and that systems are in place to ensure that all schemes within the programme are appropriately evaluated against their objectives.

Main duties and responsibilities:

1. Support the Assistant Project Managers and Project Managers with the delivery of major projects from concept to post construction, ensuring compliance with the MCPT Project Lifecycle.
2. Act as the Team Champion for CEMAR, ensuring that all new contracts are entered onto the system and monitored effectively for the duration of the contract, including the completion of monthly KPI data.

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3. Act as the Team Champion for social media and communications; providing support to the Project Managers for scheme consultations and promotion.
 4. Be responsible for the digital filing system for the Major Capital Programme; ensuring that it is consistent and auditable for the whole programme. Ensure that the documents register for each scheme is kept up to date.
 5. Support the Senior Programme Delivery Manager with monitoring and evaluation for the MCPT Programme; ensuring that an MCPT wide approach to monitoring and evaluation is adopted, that baseline data is collated and reported by the Project Managers before schemes commence; and that post scheme monitoring is completed to ensure the objectives of the schemes have been met.
 6. Support the Project Managers with the completion of the monitoring and evaluation reports; including assisting with gathering, sorting and presenting the necessary data, and drafting the monitoring reports where necessary.
 7. Provide general financial support to the team, including raising orders, processing invoices and monitoring all outstanding payments to and from the team budgets to ensure timely processing and resolve any associated issues, providing regular financial reports.
 8. Deliver a high-quality customer service and ensure prompt investigation and response to complaints and queries raised by staff, customers and Members, including those received through the dedicated scheme email inboxes.
 9. Ensure compliance with Health and Safety legislation and completion of appropriate training as directed.

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.

Person Specification: Graduate Programme Support 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.

As part of this Graduate Programme there is a requirement to undertake an Associate Project Management Apprenticeship Standard (Level 4) therefore we are unable to accept applications from those with an equivalent/higher level Project Management related qualification e.g. an Undergraduate or Master's degree in Project Management, Prince 2 Practitioner or APM qualification in Project Management.

	Criteria
QUALIFICATIONS	<ul style="list-style-type: none">▪ 2:1 degree or an equivalent qualification in a related discipline e.g. Civil Engineering, Transportation Planning, Environment or Geography. Other degrees will be considered according to their relevance.▪ 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).
EXPERIENCE	<ul style="list-style-type: none">▪ Proven experience of teamwork and the ability to build effective working relationships▪ Experience of gathering, organising and analysing data.▪ Experience of communicating verbally and in writing to a varied audience.▪ Experience of leading or supporting projects obtained in an academic or work environment

SKILLS / ABILITIES	<ul style="list-style-type: none"> ▪ Excellent attention to detail. ▪ Methodical, organised worker. ▪ Excellent written and spoken communication skills. ▪ Able to work under pressure and prioritise effectively. ▪ Able to use relevant computer applications including MS Excel, Word and Project.
KNOWLEDGE	<ul style="list-style-type: none"> ▪ Appreciation of the principles of project or programme Management. ▪ An understanding of local government and a commitment to working in the Public Sector ▪ Knowledge of the principles of contract and procurement management. ▪ Good knowledge of financial monitoring
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</p>

decisions and actions

Externally Focused - Residents, families and communities at the heart of decision making.

If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)

The Major Capital Programme Stream – An Overview

What's Involved

This stream of our Graduate Programme is an exciting opportunity to grow your career in project and programme management in the Public Sector. It is ideal for a graduate with a keen interest in programme management who is set up for the challenge of working in a fast-paced team to deliver major highway infrastructure.

We have a multi-disciplinary team responsible for all stages of the delivery of our major capital programme including:

- Developing the Policy and Strategies behind our Transport schemes
- Bidding for funding and preparing business cases
- Planning
- Land acquisition
- Design
- Consultation
- Procurement
- Construction and post construction phases
- Monitoring and Evaluation

You will utilise your team working skills and methodical approach to support in the monitoring and delivery of the major capital programme. You will also have the opportunity to work alongside colleagues in the wider team to gain valuable experience in all stages of delivering major infrastructure projects within the Public Sector.

You will play an active role in developing the monitoring and evaluation process for the team; ensuring that the schemes are evaluated against their aims and objectives; advising on and arranging appropriate data collection and organising and presenting the data. You will assist with the communications for our projects; in particular, taking an active role in the consultation and

engagement on our schemes to ensure public and member buy in.

This work gives you the opportunity to support the growing economy in the county, as the delivery of the major capital programme unlocks housing developments, creates jobs and increases capacity on the transport network.

Length of stream

2 years

Salary

You will receive a starting salary of £26,598 which will increase as you progress

Location

Our main offices are in Maidstone, but travel may be required to other offices and locations around Kent.

We are currently operating hybrid working giving the flexibility for individuals to work from home or in one of our reconfigured office buildings. We will support you to work in a hybrid way, with the necessary induction, management, and equipment.

Training and Development

The job provides you with invaluable on-the-job experience of working in Project and Programme Management within the public sector and offers extensive training and development opportunities you won't find elsewhere. Alongside this work you will study for an Associate Project Manager Apprenticeship (Level 4) to continue your professional development.

Entry Requirements

- 2:1 degree or an equivalent qualification in a related discipline e.g. Civil Engineering, Transportation Planning, Environment or Geography. Other degrees will be considered according to their relevance.
- 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).

Working for Kent County Council

Salary and Notice

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 counselling 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 Friday 12th August 2022

Candidates will be invited to complete a first sift activity: Monday 15th – Friday 26th August 2022

Final Stage Interviews: Shortlisted candidates will be invited to attend interview on Thursday 29th September 2022

Start Date: Successful applicants will join KCC on Monday 17th October 2022.

How to Respond

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