

Directorate: Adult Social Care and Health
Unit/Section: Business Delivery Unit / Innovation Delivery Team
Grade: KR9
Responsible to: Project Manager

Purpose of the Job:

Support, monitor and review a range of projects, leading on specific work packages where appropriate and providing expertise, advice and support to managers within the Directorate, in order to ensure effective project implementation in line with budgets and timescales.

Main duties and responsibilities:

1. Support a range of projects across the Directorate, leading and co-ordinating project proposals, assisting the development of the business case and providing advice and support to Project Managers and colleagues, in order to ensure the successful implementation and completion of projects within the defined processes and to the appropriate timescales.
2. Assist Project Managers in defining the policies and standards relating to particular projects, in accordance with national guidelines, legislation and KCC corporate standards, in order to create a set of guidelines and standards for the Directorate to adopt as best practice.
3. Maintain a robust monitoring and quality control system for projects, in accordance with Portfolio Management Office (PMO) procedures, providing regular reports as required, to enable the provision of informed data to senior management, ensuring that projects are on target and enables the identification and prompt reporting of budget targets and anomalies. Carry out regular reviews of project risks and issues to ensure actions are being monitored and taken when appropriate.
4. Support the ongoing project 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.
5. 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.
6. 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.

7. Horizon scan and contribute ideas to innovation initiatives, projects, and activities across the Directorate at all stages of the project cycle. Implement agile approaches and methodologies, ensuring the Directorate has capacity, capability, and culture to continually improve and redesign the way it delivers services at pace. Enable good practice to be shared across Directorates and with partnership agencies.
8. Monitor the project's budget, 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. Plan, organise and coordinate internal and external meetings, preparing agendas, taking notes and recording actions & decisions. Proactively distribute meeting outputs and chase for responses, as required.

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: 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"> • NVQ4 or equivalent and/or holding or working towards a full professional qualification • Willingness to work towards the APM PFQ or APM PMQ qualifications.
EXPERIENCE	<ul style="list-style-type: none"> • Previous experience in a project management environment. • Experience of working with different partner organisations and agencies. • Experience of working with different partner organisations and agencies. • Experience of supporting the development and implementation of new initiatives from scratch. • Experience of supporting the development and delivery of services and obtaining feedback. • Experience of carrying out quality assurance and evaluation processes. • Experience of record-keeping. • Experience of managing budgets and forecasting. • Experience of delivering presentations and presenting information to a diverse audience including senior managers. • Experience of managing, mentoring, coaching (project) staff.
KNOWLEDGE	<ul style="list-style-type: none"> • Good knowledge of background issues relating to specific project areas. • An understanding of the Directorate, agency policies and national initiatives. • An understanding of local government and the expectations of service users. • Good understanding of inter agency and partnership working. • Understanding of the main agendas, structure and purpose of the Directorate. • Awareness of Financial Regulations where necessary. • Knowledge of relevant legislation which will impact on the projects concerned.

SKILLS/ABILITIES	<ul style="list-style-type: none"> • Ability to work with a range of IT systems where applicable.
	<ul style="list-style-type: none"> • Ability to work within a multi-agency environment. • Ability to support projects which are complex in terms of scale, structure and impact. • Ability to gather information and produce reports. • Ability to manage time effectively and prioritise own workload. • Presentation skills. • Excellent communication, 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 lead a group as well as working efficiently in a team.
KENT VALUES	<ul style="list-style-type: none"> • Open • Invite Contribution and Challenge • Accountable