

Kent County Council

Job Description: *Programme Manager (Produced in Kent)*

Directorate:	Growth, Environment and Transport
Unit/Section:	Economic Development
Grade:	KR11
Responsible to:	Strategic Programme Manager (Business Development)

Purpose of the Job:

To manage and deliver complex projects both within and across the Council and partnership agencies in support of driving economic growth and regeneration in Kent; to procure, negotiate and manage contracts to support the delivery of these and other projects;

with a focus on managing and developing on a commercial basis the Produced in Kent company and to fulfil its strategic objectives as set out in its operational plan.

Main duties and responsibilities:

1. Manage a range of complex projects, developing a comprehensive project plan and communication plan for each project to ensure all actions, accountabilities, budgets and timescales are defined.
2. Manage contracts and procurement processes together with financial budgets to comply with Kent County Council (KCC) spending regulations, European Procurement legislation, and specific, local funding conditions.
3. Create and maintain appropriate project groups involving a range of organisations and professionals to secure commitment and adequate resources for the delivery of the project, ensuring appropriate professional input.
4. Track project progress and resolve project issues, including any changes which will impact on the project, to deliver results within budget, on time and to the agreed standard. Report regularly to senior management.
5. Evaluate the impact of these projects, identifying issues, risks and areas for development as they arise and recommending appropriate action and longer term improvements.
6. Liaise with other parts of KCC, other public bodies, businesses, and partner organisations to coordinate activity and resolve any concerns.
7. Oversee the provision of professional support, for example Finance, Procurement, Legal or Property Group to ensure that the key players are fully informed to enable them to provide a high quality service.

8. Provide specialist project advice and support when needed to other projects at District and County level, and across partner organisations.
9. Contribute to the writing of bids, output specifications and Business Plans.

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.

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Person Specification: *Programme Manager (Produced in Kent)*

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 NVQ 5, Diploma in Management 5 or equivalent• Clear commitment to further personal and professional development
EXPERIENCE	<ul style="list-style-type: none">• Established experience in managing complex projects• Significant experience managing contracts and procurement including experience negotiating• Experience of working within the public, voluntary and private multi agency or multi provider organisations• Experience of managing and monitoring budgets and contracts with an awareness of appropriate Financial Regulations• Experience of external funding and funding arrangements
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Excellent project management skills from conception to delivery to evaluation• Ability to manage, motivate and co-ordinate the work of a project team• Ability to commission significant contracts and monitor them• Ability to manage and monitor significant budgets and contract resources including procurement processes• Excellent interpersonal and communication skills, including networking, advocacy and written skills• Strong negotiation skills• Excellent understanding of legal agreements, contracts, documents and transactions

	<ul style="list-style-type: none"> • Ability to liaise effectively with external agencies to negotiate contracts and develop specific proposals balancing operational needs • Able to take an organised, systematic and analytical approach and to accommodate a wide and complex range of issues • Commitment to equalities and promotion of diversity in all aspects of work • Ability to travel to meet the requirements of the service
KNOWLEDGE	<ul style="list-style-type: none"> • Political awareness, diplomacy and sensitivity • Sound knowledge of the relevant legislative and local authority frameworks • Knowledge of local government and voluntary organisations • Knowledge of the public and private sector for example property and planning • An awareness of and work within national legislation and Corporate and Directorate policies and procedures relating to Health and Safety • Awareness of Data Protection, Freedom of Information and transparency and confidentiality issues
BEHAVIOURS AND KENT VALUES	<p>Kent Values:</p> <ul style="list-style-type: none"> • Open • Invite contribution and challenge • Accountable