

Job Description

Job title	River Strategy Delivery Officer
Directorate	Regeneration, Culture and Environment
Division	Regeneration
Range	MPR 5
Reports to	Marine Assets Manager

Main purpose of the job:

To support the Marine Assets Manager in establishing and supporting a River Strategy Partnership Group and five stakeholder groups to deliver a programme of projects aligned with Medway Council's River Strategy objectives. This includes identifying and securing resources, drawing on expert knowledge from volunteers, securing external funding, and supporting the delivery of sustainable projects while managing risks, working within the governance, delivery and implementation framework of the River Strategy.

The role will involve, arranging meetings, taking minutes, chairing and site visits to remote locations by boat. The role includes liaising with stakeholders in a way that promotes the vision and values of the Council and improving the river offer, ecologically, economically, commercially and for the welling of residents and visitors.

Liaise with stakeholders in a way that promotes the [One Medway Council Plan](#) and embeds our [values and behaviours](#).

Accountabilities and outcomes:

Identify, liaise and establish working relationships with relevant groups, organisations and internal teams to be represented on the River Strategy Partnership Group and stakeholder groups ensuring inclusive, coordinated and effective collaboration that aligns priorities, informs decision-making and supports the successful delivery of the River Strategy.

Create, organise and manage a timetable of meetings for each group and motivate members to fulfil their delegated, agreed action points within each group providing direction, advice, guidance, taking minutes and recording actions, tracking progress and managing expectations whilst keeping within resources, budget, scope and operating within the decision making process.

Seek and identify funding streams relevant to each river strategy group, undertaking work to submit funding bids, attend internal and external meetings, and chair key stakeholder meetings on a rotational basis.

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Work with stakeholders to develop, implement, monitor, and evaluate evidence-based projects that focus on the delivery of outcomes and ambitions set out in the river strategy to improve the river offer.

Represent the Council at local, regional, and national steering groups, networks and other meetings to progress the aim and objectives of the river strategy and projects relating to each stakeholder group.

Design and deliver formal presentations to key stakeholders and potential project funders ensuring compliance with aims of the river strategy.

Deliver outcomes through influencing and working collaboratively with internal colleagues and external partnerships to identify priorities and develop actions

Apply the principles of social marketing, and/or behavioural science, to reach specific groups and communities to assist in providing evidence based information to inform decision making for projects relating to each stakeholder group.

Act with integrity, consistency and purpose, and take responsibility for own personal development, ensuring that service specific knowledge and understanding is maintained and developed in order to support the delivery of excellent project management relating to river strategy aims.

At manager's discretion, other activities may be assigned that fit the job description.

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

As a corporate parent, all council employees are responsible for ensuring the well-being and positive outcomes of Medway's care-experienced children and young people.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Progression Framework.

Work in accordance with the Equality Act 2010 and the Public Sector Equality Duty to eliminate unlawful discrimination, harassment and victimisation. Promoting equality of opportunity, fostering good relations and improving the quality of life and opportunities for everyone living and working in Medway.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Medway Council is a Category One responder in relation to the Civil Contingencies Act (2004) and as a result all staff working for the Authority may be asked to carry out Category One response duties or stand in the role of another member of staff who is responding to a Major Civil Incident.

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Organisation:

This role reports to the Marine Assets Manager

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will need to liaise with all stakeholders both internal and external to the organisation.

Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office, on site and/or partially or mainly from home on a temporary or permanent basis.

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Person specification

All criteria at level A should be considered essential requirements.

Qualifications

Level A

- 5 GCSEs Grade 4 - 9 (or equivalent) including English and Maths.

Level B (in addition to level A criteria)

- Willingness to work towards Level 4 qualification, e.g. Associate Project Manager or equivalent level qualification.

Level C (in addition to levels A and B)

- Level 4 qualification, e.g. Associate Project Manager or equivalent level qualification
- Evidence of continuous professional development.

Knowledge

Level A

- Knowledge of practice, policy and key aims across the directorates.
- Knowledge of best practice in establishing effective internal and external partnerships.
- Awareness of the River Strategy's aims, stakeholder landscape and governance arrangements.
- A good understanding of commercial, leisure and volunteer organisation's which operate on tidal river Medway within the Medway Council boundary and awareness of the national and international wildlife protections relating to the Medway Estuary.
- An understanding of implementing strategy aims and objectives which include project delivery and stakeholder engagement.

Level B (in addition to level A criteria)

- An understanding of how to leverage stakeholder priorities to mutually beneficial outcomes.
- Knowledge and understanding of how Medway Council operates, including IT, systems to provide accurate management information and support efficient performance in role.
- Knowledge of river Medway key commercial and ecological stakeholders including sea grass and salt marsh restoration projects.
- Knowledge of behaviour change, social marketing and community influence.

Level C (in addition to levels A and B)

- An understanding of how to plan, organise and safely manage site visits to remote locations accessed by boat, including completing and applying appropriate risk assessments.
- Developed knowledge of working with and through strategies to improve desired outcomes.
- Knows how to work autonomously to seek out new partnerships and gain agreement for joint, mutually beneficially projects.
- Knows how to engage, direct, and motivate internal and external stake holders.
- Good knowledge of project management methodologies, monitoring and evaluation.
- Advanced knowledge of river strategies, environmental, economic and social policy impacts.

Experience

Level A

- Minimum of 2 years' relevant work experience in a partnership-based project delivery role.
- Demonstrable experience of undertaking complex minute taking and taking a proactive approach to tracking actions.
- Experience of planning ahead and having the ability to respond positively to change.

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- Experience of developing and maintaining effective administration and forward planning.
- Experience of developing and implementing clear and well thought out plans, taking into account risks, resources, and stakeholder expectations.
- Experience of building sound and productive working relationships with customers, colleagues, partners and staff groups and can engage others in a credible and persuasive way.
Experience in connecting communities, groups, and individuals to provide active input in improvement projects.
- Experience of dealing with difficult issues that may arise from time to time with external and internal stakeholders in a calm and constructive way.

Level B (in addition to level A criteria)

- A minimum of 12 months' experience delivering all the criteria at Level A.
- Experience of setting up and establishing effective internal and external partnerships and working groups ensuring key parties are updated and agreed actions are followed up.
- Experience of adapting to change, managing uncertainty, solving problems, aligning clear goals with the aims of a strategy.
- Experience of evaluating partnerships and addressing barriers to successful collaboration.
- Experience of collaborating to create new solutions to complex problems by promoting innovation and the sharing of ideas, practices, resources, leadership and learning.
- Experienced in developing plans for the medium term (several months up to a year), to ensure stake holder driven project delivery.
- Experience of report writing to a standard that is appropriate for representing the council at external stakeholder and partnership forums.

Level C (in addition to levels A and B)

- A minimum of 24 months' experience delivering all the criteria at Level B.
- Experience of conducting formal project evaluations and/or research projects.
- Experience of influencing and coordinating other organisations and agencies to increase their engagement with local government projects.
- Experience of presenting findings/ updates/ developments to a wide audience, including senior management, Councillors, and internal and external stakeholders.
- Experience of managing and monitoring project budgets.
- Experience of securing significant external funding through strategic bids and relationships.
- Acting as the Council's authoritative representative on high-profile steering groups and networks.

Skills

Level A

- Proficient in the use of Microsoft Word, Excel, PowerPoint, Teams and Outlook.
- Full driving licence valid for use in the UK or ability to travel to relevant destination on time.
- Ability to model high levels of professionalism and promote a culture of professional standards.
- Ability to use own judgement and creativity to assess situations, solve problems and adapt to new ways of working.
- Excellent communication, negotiation, consultation and influencing skills tailored to meet the needs of a wide range of audiences and stakeholders and comfortable in representing the council.
- Ability to deliver on service plan and stakeholder targets for the team.
- Excellent organisational skills with ability to manage own workload and balance competing priorities and deadlines.
- Initiate and/or support action to create environments that facilitate positive dialogue between a range of stakeholders, groups, and communities.

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- Work with communications team to manage public perception and convey key messages on progress of projects.
- Able to provide constructive feedback to stakeholder contributions towards agreed aims and projects.

Level B (in addition to level A criteria)

- Respond constructively to political and other tensions while encouraging a focus on the interests of advancing the river offer.
- Engage stakeholders in project design and development, to deliver aims and objectives of the river strategy.
- Ability to make decisions independently, showing initiative and understanding of the whole Council.
- Ability to work under pressure and manage stakeholder expectations.

Level C (in addition to levels A and B)

- Able to monitor and report on the progress of projects and make interventions to improve efficient project delivery.
- Able to communicate complex information and concepts (including ecological initiatives to improve biodiversity of an estuarine landscape) to a wide range of audience members.
- Undertakes work that requires a range of imaginative solutions and responses and involves application of fresh and innovative thinking.
- Able to identify unlikely funding streams and submit fully researched funding bids.
- Work to understand and help stakeholder groups to manage expectations and explain limitations of the council powers in relation to the river Thames and Medway.