

JOB DESCRIPTION

Job Title	Senior Officer Education and Childcare Places		
Directorate	Children & Family Services		
Reporting to	Service Manager Education Places Strategy		
Grade	10		
Evaluation ref:	AG0634	Job ref:	Family
Role purpose			
Provides knowledge, co-ordination, and support for the development of area plans and strategies so that every area within the county has a coherent mix of providers and sufficient places across every age group. Manages ongoing communications and data so that plans remain up to date and parents and stakeholders receive the information they need.			
Responsibilities			
Support the delivery of statutory duties to the public in relation to parental choice and access to places, including preparing communications, drafting statutory and public documents, publishing records, and managing complaints and concerns.			
Support the development of area plans and all activities in the lead up to the agreement of plans, including consultation activities, modelling options, and working with stakeholders, planning for decisions, and managing legal and statutory timescales and activities.			
Advise on relevant aspects of Service Level Agreements and contracts, particularly in relation to property and contracts. Support tendering and contracting projects to give rigour and quality to processes and communications.			
Develop and maintain an overview of relevant data and datasets and undertake analysis and reporting to support strategy or policy work, or in relation to ongoing requests for data or insight. Develop and maintain an overview of relevant data and datasets and undertake analysis and reporting to support strategy or policy work, or in relation to ongoing requests for data or insight. Complete Department for Education returns.			
Play a significant role in the development and production of relevant plans, capital bids, strategies, decision papers and or directories as relevant to the service at the time, leading on this work where it is low risk, and making a contribution to higher risk and more complex pieces.			
Identify areas of potential pressure on places or excess capacity arising from demographic, social, policy or organisational changes. Maintain a good and up to date understanding of the policy and practice landscape and how this impacts on the education sector, using this information to review and update policies and practices so that they are forward looking.			

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Maintain and develop a network of relevant contacts including the Department for Education, internal colleagues, other public sector agencies and LAs, and school- and setting-based practitioners.

Undertake implementation activities for the purposes of assuring quality and performance in relation to putting in place new arrangements as part of overall plans and strategies in local areas.

Impact

- Somerset has over 500 early years settings and almost 300 state-funded schools
- The role is focused on the next 1-3 years.
- Children's Services covers almost 200 statutory duties and key elements of these obligations sit within this service.
- This role is expected to be flexible across phases, however, within the team there is likely to be a need for specialism and therefore individuals will focus their work on one of the following areas:
 - Schools
 - Early Years
 - Wraparound care

Knowledge / Experience / Skills

	Essential	Desirable	
Knowledge			
• Sufficient understanding of the education system and education 'language' to be able to easily connect with educationalists from any phase of education. • Strong understanding of how to work and communicate with busy professionals in a way that allows them to engage easily and be productive in cross-cutting projects. • Strong understanding of how to work and communicate with busy professionals in a way that allows them to engage easily and be productive in cross-cutting projects. • Understanding of the actors related to area planning, e.g. estates; transport; housing development and planning; demography; education finance; migration; public consultation; legal parameters and regulatory process; political history and context; regulatory context.	E	D	
Experience			

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• Experience working in a project environment and managing change within schools and/or settings. • Experience deploying and maintaining communication and digital channels to a high professional standard. • Experience contributing to multi-disciplinary project teams and/or working collaboratively with specialists from different fields to deliver improved outcomes for pupils, schools or settings.	E		
Qualifications / Registrations / Certifications			
Relevant degree or comparable equivalent work-related experience.	E		
Skills			
• Ability to interrogate, analyse and present data to support decision-making. • Ability to draft formal and informal documents and communications that reflect organisational or regulatory standards. • Ability to work independently and at pace on agreed objectives. • Ability to speak fluent English as stated in Part 7 of the Immigration Act (2016).	E		
Working Conditions			
Working Arrangements			
Somerset Council's dynamic Working Strategy will be applied to this position.			
Corporate Responsibilities			
• Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practise. • Deliver the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do, ensuring team members are also aware of their responsibilities and maintaining their understanding that Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.			



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Date: 17 June 2024