



Job Description

Job Title	Early Years Compliance and Funding Support Officer
Job number	NRTHNJC0369
Grade	NNBAND05

Overall purpose of the job

To provide a range of support, advice and training to Early Years, Childcare providers and Schools in order to run their businesses effectively and comply with statutory requirements.

To monitor compliance with statutory requirements and take appropriate action where non-compliance issues are identified. Failure to comply with contractual obligations with central and local government and to impose sanctions as appropriate to ensure compliance.

Develop and deliver business, finance and compliance services that enable stakeholders and customers to engage with and make informed use of the service(s) and where appropriate, to instigate behavioural change in our customers / stakeholders; including choice of provider type and type of childcare offer.

Main accountabilities

Main accountabilities	
1.	Lead on the identification of development needs/non-compliance and ensuring appropriate support is put in place at the earliest opportunity, this includes all new proposed and current settings. Implementation and delivery of NNC Compliance Framework.
2.	Work closely with internal and external partners, including finance team & audit teams, IT, Communication Team, Ofsted, DfE, HMRC, HSE. To ensure that all childcare providers are complainant. Identify, recommend and support the development and delivery of improvements. Contribute to the development and implementation of policies, procedures and systems that will ensure compliance.
3.	Lead on the contract performance monitoring of commissioned services. Including monitoring of outcomes, KPI's national & local indicators, financial regulations for childcare providers

5.	Lead on the development and implementation of the Compliance Framework for childcare providers and schools who wish to be commissioned by the LA to deliver funded places in line with central and local government statutory guidance.
6.	Identify, lead and implement the Compliance Framework including the implementation of policy, systems, contracts, processes, performance criteria, standards, governance frameworks and procedures within area of the Compliance Framework.
7.	Identify and lead on development of partnerships between childcare providers and relevant business sector organisations to facilitate the design of effective business plans and strategies to enable a sustainable childcare sector within NNC
4.	Lead on the development of partnership working with internal and external partners as identified to maximise funding available and income generated for childcare providers in order to deliver high quality and sustainable childcare provision.
8.	Ensure that Early Education & Childcare providers on non-domestic premises are meeting the legal and statutory duty relating to Compliance Framework including HSE, Environmental health and Early Years Foundation Stage to ensure a safe working environment

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Level 4	Business Administration or substantial relevant experience	E

Minimum levels of knowledge, skills and experience required for this job.

Identify	Describe	Essential/ Desirable
Knowledge		
	Expert knowledge and understanding of the service area; the requirements, systems, policy, practices, procedures, and local and central government legislation affecting business sustainability for childcare providers on non-domestic premises	E

	Knowledge of the Early Education & Childcare Sector	D
	Experience of working with databases, spreadsheets, and systems with a demonstrable ability to generate bespoke queries, using functions or formulae.	E
	Good level of numeracy and literacy	E
Skills		
	Excellent customer service skills, with experience of resolving escalated / complex customer queries	E
	Excellent interpersonal and communication, and presentation skills, with proven ability to communicate effectively and persuasively to a wide range of audiences with the ability to influence behaviours positively.	E
	Ability to work closely with senior officers and staff inside and outside of local authority arrangements building strong relationships	E
	The ability to travel freely between locations	E
Experience		
	Experience of effectively managing budgets and ensuring the delivery of services within agreed resources, either directly or through contracted services	E
	Experience of leading and sustaining partnerships both internally and externally; including finance team & audit teams, IT, Communication Teams, Ofsted, DfE, HMRC, HSE, and Early Years Childcare Providers.	E
	Significant experience of consultation, engagement and participation work with parents/carers, schools and childcare providers	E
	Substantial experience of delivering a specialist service within a large / complex organisation, with expert technical /professional knowledge and experience	
	Demonstrable experience of working within the Early Education and Childcare Sector	D

Disclosure level

	None	Standard
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What disclosure level is required for this post?	Enhanced	Enhanced with barred list checks
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Work type

What work type does this role fit into?	Fixed	Flexible X	Field	Home
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