WHERE CAREERS THRIVE

When potential is unlocked, talent *thrives*

West Northamptonshire Council

Job description and person specification

SEND and Inclusion Project Officer

SEND and Inclusion Strategy, Children and Young People's Services

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

West Northamptonshire Council

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.

Purpose and impact:

To support delivery of the SEND and Inclusion Strategy for West Northamptonshire Council and the wider partnership, working to the SEND and Inclusion Strategy Manager and supporting the SEND and AP Partnership Improvement Board and associated workstreams.

To coordinate project activity, reporting, engagement and evidence gathering so that agreed actions translate into measurable improvement for children and young people with SEND and additional needs.

Responsibilities:

1. Support the SEND and Inclusion Strategy Manager to deliver the SEND and Inclusion Strategy programme by providing project coordination, information gathering and administrative support across West Northants Council and the wider partnership, including health, social care and education settings.
2. Provide project support to the local partnership and relevant internal and external partners, including West Northants Voices in Partnership, schools, childcare providers, Ofsted, DfE and voluntary/community providers.
3. Support the SEND and AP Partnership Improvement Board by coordinating agendas, papers, highlight reports, action logs and workstream updates, ensuring timely and accurate reporting against the SEND and Inclusion Strategy, outcomes framework and agreed delivery plans.
4. Maintain and update workstream documentation, including project plans, milestone trackers, risks, issues, dependencies, decisions and evidence logs, escalating exceptions to the Strategic Lead as required.
5. Coordinate engagement and co-production activity linked to the SEND and Inclusion Strategy, working with children, young people, families, schools, settings and partners to support clear feedback loops and evidence of impact.
6. Support delivery of the SEND communication plan, including updates to the Local Offer and communications that help partners understand priorities, progress and agreed actions.
7. Prepare and quality assure project updates, Board reports and analysis required by the Strategic Lead, Service Director for SEND and Inclusion, Department for Education and other regulatory bodies.
8. Provide project coordination, meeting support and follow-up with workstream leads to ensure actions are recorded, tracked and completed in line with agreed timescales.
9. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, though effective use of Office 365 and our internal IT systems and applications.
10. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
11. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

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

Skills and abilities:	Essential / Desirable	Measured by
The ability to network, build professional relationships and influence groups of people to quickly establish strong positive relationships across the organisation at all levels, including elected members	Essential	A, I
Ability to organise, analyse and present project, performance and engagement information to support Board and workstream reporting.	Essential	A, I
Excellent written and oral communicator. Ability to communicate clearly and professionally with senior professionals and partnership stakeholders.	Essential	A, I
Excellent IT skills	Essential	A, I
Able to contribute ideas and embrace change as systems and processes develop to improve service delivery	Desirable	A, I
Able to work independently and as part of a team	Essential	A, I
This is applicable to all roles in WNC that are required to use IT equipment: Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.		A, I

Knowledge:	Essential / Desirable	Measured by
Clear understanding of the local government environment and the role of partnership governance in delivering SEND and inclusion improvement.	Essential	A, I
Good oral and written skills	Essential	A, I
Knowledge of partnership working, co-production and action tracking to support delivery of agreed SEND and AP Board priorities.	Essential	A, I
Good organisational skills and capable of detailed planning	Essential	A, I
Self-motivated, able to use own initiative and work unsupervised	Essential	A, I

Relevant experience:	Essential / Desirable	Measured by

Experience of project coordination, programme support or governance support within a public sector or relevant organisation.	Essential	A, I
Experience of working in a public sector organisation that provides services for children and young people	Essential	A, I
Experience of partnership working, including supporting meetings, maintaining action logs and following up agreed actions with stakeholders.	Essential	A, I
Experience of supporting projects or improvement activity for children and young people with SEND, inclusion or alternative provision needs.	Desirable	A, I
Experience of maintaining project documentation, collating evidence and producing clear updates for boards, senior managers or partnership workstreams.	Essential	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Degree level or substantial relevant experience. Education, Social care of public sector subjects	Essential	A, I

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Additional pre-employment checks specific to this role include*:*
Enhanced DBS – Adult and Child

Day-to-day in the role:

Job family & salary band:	Professional Support Band 8	**Worker type:**	Part Flexible
People management responsibility:	No	**Budget responsibility:**	N/A

Current pay scales and other benefits are published on the Jobs and Careers section of West Northamptonshire Council's internet.

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T	Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R	Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E	Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

"Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture"

WHERE CAREERS THRIVE

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

West Northamptonshire Council