

When potential is unlocked, talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Early Years Data Officer

Education Service, Children's Services Directorate – Early Education and Childcare Team

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.



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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:

Working within the Children and Young People's Service as part of the Early Education and Childcare team to:

- Work effectively with the local offer and support managers and the team across a range of projects and plans, to ensure resources are being deployed effectively, priorities maintained and help ensure service resilience.
- You will have a key role in leading delivery and in supporting managers meet their statutory duties, within set timescales, providing information to parents and carers with an impartial, accurate, up to date and confidential service. This will include how the service is promoted to families and engaged with.
- To act as a key officer in supporting the maintenance and performance of the family Information directory, early years website content and collection of key sector data.

Accountable to:

This role is accountable to the Funding, Sufficiency, and compliance lead sits within Children and Young People's Directorate in West Northamptonshire Council.

Responsibilities:

1. To provide information, advice and guidance to support individuals to overcome barriers that may prevent them accessing childcare, through the development of Information Points, attending open days and community led events.
2. To monitor and respond to the Family Information Service email inbox, providing advice relating to childcare services and family support services and to signpost to the relevant organisations.
3. To provide accurate and consistent information on childcare and family support services through the various public access opportunities and social network mediums.
4. To be responsible for updating and developing the Family Information Service Early Education and childcare directory and web pages.
5. To assist in the production of the Childcare Sufficiency Assessment as outlined in the Childcare Act 2006.
6. To liaise with Childcare Providers (Private Day Nurseries, Playgroups, Childminders) in order to ensure that the information about provision held by the service is accurate, regularly up-dated and inputted onto WNC systems.
7. To support the Funding and compliance Lead with the further development of the Family Information Service webpages and the compilation of reports using key data.
8. To attend meetings, training, seminars and conferences as appropriate to assist in the development of the Families Information Service.
9. To provide regular reports to the Funding and Compliance lead which link the achievements of the service objectives, national minimum standards and directives. These include;
 - To Produce robust and accurate data for the Early Years Census and other Early Years specific surveys.
 - To collect and analysis data held on settings registering and resigning with Ofsted. To ascertain closure trends.
 - 2-Year-old DWP data, to include termly audits and mapping of high areas of potential eligible 2-year-olds to support targeting work.
10. To work with partner organisations including Job Centre Plus, the University of Northampton, local schools and colleges and childcare providers to promote career opportunities in early education and childcare sector.

11. To link in with the local offer to ensure resources are being deployed effectively, priorities maintained and help ensure service resilience.
12. To support Early Years Funding Team with system testing when required.
13. 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.
14. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
15. 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 |
|--|-----------------------|-------------|
| Advanced Excel, PowerPoint and Word skills, using Microsoft Office 360 such as Outlook and MS Teams. | E | A, I, P |
| Ability to use computerised databases, online provider portal, produce complex spreadsheets and analyse data | E | A, P |
| Experience that evidences ability to present information and communicate with a variety of different stakeholder at all levels in both internal and external. | E | A, I |
| Ability to organise/ prioritise work within tight deadlines and meet targets | E | A, I |
| Excellent communication, customer service and interpersonal skills with the ability to influence the actions of others and communicate and interpret information which may be complex. | D | A, I |
| Excellent literacy and numeracy skills with the ability to write and present information clearly, concisely and accurately . | E | A, I, T |

| Knowledge: | Essential / Desirable | Measured by |
|--|-----------------------|-------------|
| Experience of working with computerised databases. This including knowledge of data structures, maintenance and relationship with systems. | E | A, I, |
| An understanding of GDPR and data Legislation. | E | A |
| Knowledge of project management and project delivery | D | A, I |

| Relevant experience: | Essential / Desirable | Measured by |
|---|-----------------------|-------------|
| Self-starter able to work on own initiative and as part of a team | E | A, |
| Experience of working across a number of project areas. | D | A |
| Ability to analyse and interpret data to produce timely, accurate management reports. | E | A, I |

| Education, training and work qualifications: | Essential / Desirable | Measured by |
|---|-----------------------|-------------|
| Graduate level of education or equivalent relevant experience in management of information. | E | A, D |
| Good level of numeracy and literacy | E | A, I, D |

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 Disclosure and Barring Service check

Day-to-day in the role:

| | | | |
|--|-------------------|-------------------------------|------------------|
| Hours: | 37 | Primary work base: | One Angle Square |
| Job family band: | 3 | Worker type: | Part-flexible |
| Salary range: | £26,914 - £27,781 | Budget responsibility: | N/A |
| People management responsibility: | N/A | | |

Working conditions & how we work:

As part of the role, you will be expected to be out engaging with the sector, however there will also be times where you will be required in the office to attend meetings and to meet as part of the management team. As such, this role has been identified as a part-flexible worker type. This means that you will be able to work from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

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”

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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.



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