

**WHERE
CAREERS
THRIVE**

**When potential
is unlocked,
talent *thrives***



**West
Northamptonshire
Council**

Job description and person specification

Early Years Sufficiency Officer

Children and Young People's Service, People Directorate

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.

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.



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Northamptonshire
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Purpose and impact:

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

- Collate and analyse data and performance information across the organisation, to make evidence based decisions around sufficiency.
- Deliver an assessment of need and demand for key areas of the Early Years Strategy.
- Build a profile of future need to monitor and access in year demand and changes in the local market conditions.
- To act as a key officer in supporting the development of essential strategies and policies against the Local Authority's Sufficiency requirement for Early Years provision.

Accountable to:

This role is accountable to the Funding, Sufficiency and Compliance Lead. The role sits within Children and Young People's Service and within the People's Directorate in West Northamptonshire Council.

Responsibilities:

1. To build a profile of demand and need for specific clients or service requirements e.g. Looked After Children placements or demand for early years setting provision to support the development of the sufficiency assessment for West Northants Council.
2. To collate, analyse and interpret complex internal and external data from a myriad of sources to generate timely, accurate management information in various formats and reports to support sufficiency planning, which will be used to report to DfE and the senior management team.
3. To produce reports of excellent quality and meaningful insight and analysis that enables managers to identify current demand and future need.
4. Utilise existing datasets, local market intelligence and consider future demographic growth to develop a database which records all known information regarding demand and current supply for key client cohorts or service areas.
5. To create and co-ordinate local systems which will allow us to understand changes in demand and local developments e.g., new entrants to the market, service closures etc. To create comprehensive forecasts for demand and supply considering all local factors with associated risk factors. Supporting the business and financial planning over medium and long term.
6. To provide direct support to the Funding, Sufficiency and Compliance Lead in the development of the sufficiency strategy and using comprehensive knowledge and skills to support decision making for corporate and associated national objectives.
7. To complete associated tasks regarding sufficiency planning, to ensure that the work plan for the service is delivered in defined timescales and meets quality standards.

8. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
9. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
10. 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
Proven ability to analyse data from multiple sources in differing formats	Essential	A, I, P
Advanced Excel, PowerPoint and Word skills, with previous experience to demonstrate the ability to use excel to analyse and present data.	Essential	A, P
Excellent verbal and written communication skills in order to communicate with a variety of different stakeholders at all levels of seniority both internal and external.	Essential	A, I
Ability to prioritise work within tight deadlines and meet targets	Essential	A, I
Good influencing skills using evidence based practice and reasoned argument	Essential	A, I
Self-starter able to work on own initiative and as part of a team	Essential	A, I

Knowledge:	Essential / Desirable	Measured by
An understanding of national government, local government and early years sector policy.	Desirable	A, I
Knowledge of project management and project delivery	Essential	A, I

Relevant experience:	Essential / Desirable	Measured by
Experience of working across a number of project areas.	Essential	A, I
Proven experience of analysing and interpreting data and presenting analytical analysis and data in management reports.	Essential	A, I
Experience of working with computerised databases, including knowledge of data structures, maintenance and relationships with systems.	Essential	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Graduate level of education or equivalent relevant experience in management of information.	Essential	A, D
Good level of numeracy and literacy (GCSE grade 4 and above)	Essential	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 Angel Square
Job family band:	Band 07	Worker type:	Part-flexible
Salary range:	£38,234 - £40,778	Budget responsibility:	N/A
People management responsibility:	N/A		

Working conditions & how we work:

As part of this role, you will be expected to be engaging with the sector, however the majority of the time you will be required to work at home or within the office to attend meetings.

As such, this role has been identified as 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.”

Should you require this document in another format or language, please contact: Careers@westnorthants.gov.uk

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.

