

Job Description

Job Title: Area Education Officer

POSCODE: TBC

Grade: P3

Overall purpose of the job

- Identify, lead and co-ordinate the timely delivery of planning and review projects, including the commissioning of new provision, to ensure that the Council maintains an appropriate match between current and predicted demand for places and the places available in early years and childcare settings, schools and colleges and special education needs and disabilities (SEND) provision taking account of demographic changes and the changing needs of communities and families; and to
- Ensure that the Council secures appropriate levels of S106, Community Infrastructure Levy and Basic Need Capital funding to invest in the expansion of existing provision and the establishment of new provision.

Main accountabilities

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1.	<p>To identify, lead and co-ordinate the timely delivery of planning and review projects, including the commissioning of new educational provision serving children and young people in the 0-19 age range to ensure that the Council maintains an appropriate match between pupil numbers and places across the County. This includes:</p> <ul style="list-style-type: none"> • Identifying, commissioning and overseeing the production of option appraisals, data analysis and assessment of the childcare market, school and college and SEND provision. • Determining the preferred options to address identified gaps in provision or the over-supply of provision and securing support from the Senior Officers, Children, Education and Families Management Team, the Capital Programme Board and County Councillors to proceed with the implementation of those options. • Working with partners to build consensus around need, strategic priorities, action plans and projects. • Preparing and presenting reports to a variety of audiences • Identifying the need and putting in place arrangements for briefing meetings with local members, the relevant portfolio holders and senior officers. • Overseeing the production and on-going review of project plans, ensuring key milestones are met. • Identifying key risks to project implementation and delivery and mitigating actions. • Liaising with the Department for Education in respect of the identification of potential sponsors for new schools. • Securing high quality, comprehensive tender specifications for new early years and childcare provision and specifications for new schools. • Leading and chairing consultation meetings and events. • Managing all associated statutory processes, ensuring these are undertaken in compliance with the relevant legislation and the Council's approved policies and procedures. • Responding to enquiries, requests for information from the media, representations and objections. • Undertaking end of project reviews and disseminating learning points.
2.	<p>To maintain an up-to-date knowledge and understanding of the legislation and central government policies pertinent to the Service's statutory responsibilities with regard to the planning, commissioning and review of educational provision for children and young people in the 0-25 age</p>

	<p>range in order to be able to contribute to the creation, monitoring, evaluation and review of the Council's own policies and procedures, ensuring these remain accurate and up-to-date.</p> <p>This will include identifying and presenting proposals for policy changes to senior officers and Members for their consideration and overseeing the implementation of any resulting approved changes.</p>
3.	<p>To lead and oversee the timely production of the Service's response to the District Councils' and the City Council's Local Plans and delivery targets in a way which ensures that the impact on existing early years and childcare settings, schools and colleges is accurately and appropriately assessed and identified requirements for expansion of provision, including the commissioning of new provision are evidence-based and able to be robustly defended in the event of subsequent challenge.</p> <p>To ensure that the Council secures appropriate levels of S106, Community Infrastructure and Basic Need Capital funding to then invest in the expansion of existing provision and the establishment of new provision.</p>
4.	<p>To develop and sustain effective working relationships with:</p> <ul style="list-style-type: none"> ▪ colleagues in the School Improvement Service to mitigate the impact of changes to existing provision on standards of teaching and learning and ensure that any new provision commissioned by the Council is of high quality; ▪ early years and childcare providers, schools and colleges, SEND provision; ▪ relevant internal stakeholders to ensure a co-ordinated multi-disciplinary approach to the planning and delivery of services to Cambridgeshire's children and families; ▪ the Growth and Economy Service team; ▪ and more generally across Children, Education and Families and the Council.
5.	To manage and oversee the work of at least one Place Planning and Education Capital Projects Officer.
6.	To inform the identification of projects in order of priority for inclusion in the Children, Education and Families rolling programme of capital investment and work with statutory funding agencies to secure capital investment in post-16 institutions and academies.

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Educated to degree level or equivalent qualification e.g. NVQ 4, HNC	Any	E
Evidence of commitment to continuing personal and professional development		D
Trained in recruitment, selection and appraisal techniques		D

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

Knowledge	Essential/ Desirable
<ul style="list-style-type: none"> • Knowledge and understanding of the legislative framework governing the provision of early years and childcare and school places and of current and anticipated changes • Extensive and demonstrable experience of project and change management, including leading projects with a life span of more than one year where a methodical approach and an eye for detail are essential • Experience of staff and performance management • Experience of partnership working at a strategic level • Demonstrable understanding of the workings of a large, complex, local government organisation 	Essential
<ul style="list-style-type: none"> • Local area knowledge – of the early years and childcare settings, schools and communities in and around Cambridgeshire • Experience and understanding of working with early years and childcare management committees, school leadership teams and governing bodies and academy trusts • Knowledge of the Education Act 2011 and the Childcare Act 2006 • Knowledge and understanding of equal opportunities legislation and guidance • An understanding of, and sensitivity to working with elected members and partner organisations 	Desirable
Skills and Attributes	Essential/ Desirable
<ul style="list-style-type: none"> • Planning and organisation - The ability to look and plan ahead and keep high-priority tasks in focus in the face of other conflicting pressures and priorities • Strategic thinking - The ability to assimilate information from multiple sources, identify options and assess impact, balancing the needs of schools against those of parents • Communication and media handling - Excellent communication skills both written and oral, with proven experience of report writing, making presentations and chairing meetings together with the ability to deal confidently with media enquiries and interviews • Information handling and numeracy - The ability to understand, interpret and synthesise complex information and government regulations in a clear and concise form together with good basic numeracy skills • Decision making - The ability to undertake option appraisals and to analyse data to inform decision-making • Negotiation - Highly developed skills in negotiation and shaping/influencing and persuasion • Interpersonal Skills - The ability to form and maintain positive working relationships with a wide range of people within the organisation, with schools and external partners 	Essential

<ul style="list-style-type: none"> • Problems solving - The ability to solve complex problems and to foresee and take appropriate, corrective action to address potential problems • Staff management and team working – The ability to support, lead, motivate and develop staff and to work effectively in and contribute to the development of teams • Flexibility • A demonstrable commitment to promoting equality and diversity • Proven general ICT skills 	
<ul style="list-style-type: none"> • Project management - Knowledge of and ability to use project management techniques in the planning and delivery of medium and long-term projects. • Public speaking - Effective skills for public/consultation meetings and parents/open evenings 	Desirable
Special Requirements	Essential/ Desirable
<ul style="list-style-type: none"> • Able and willing to travel around the County and, occasionally, outside the County boundary. • Able and willing to work outside normal office hours (governing body meetings and public consultation sessions are usually held in the evening) 	Essential

Disclosure level

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

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid x	Field	Remote	Mobile
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