

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Business Development and Compliance officer

Children and Young People's Service, People's 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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Purpose and impact:

Working within the Children and Young People's Service as part of the early education and childcare team to:

- Develop and deliver business, finance and compliance services that enable stakeholders and customers to engage with and make informed decisions about the service(s) and where appropriate, to instigate behavioural change in our settings and providers and customers/stakeholders, including choice of provider type and type of education and childcare offer.
- The role will involve visiting early years providers, carrying compliance visits to review key documents for ensuring providers are compliant, discussing funding models for the funded entitlements.
- Work closely with the sufficiency and funding lead officer to develop and deliver an assessment of need and demand for early years provision using local market intelligence and considering future demographic growth to build a profile of future need.

Accountable to:

This role is accountable to the Funding, Compliance and Sufficiency lead who reports directly to the Early Years Lead responsible for Early Education and Childcare service that sits within Children and Young People's Directorate in West Northamptonshire Council.

Responsibilities:

1. Providing a range of information, support, advice and training to OFSTED registered Early Years childcare settings and providers and Maintained Nursery schools to monitor compliance, ensure compliance with statutory requirements and contractual obligations set by central and local government.
2. Developing and delivering 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
3. Carrying out compliance and audit visits for funded providers, reviewing key documents for ensuring providers are compliant, discussing funding models for the funded entitlements and supporting with any changes to practice.
4. To work with the sufficiency officer to develop and deliver an accurate assessment of current and future need/demand to inform the Early Education and Childcare Strategy.
5. Use existing datasets, local market intelligence to consider future demographic growth to build a profile of future need. Monitor and assess in-year demand and changes in the local market conditions.
6. To use intelligence gathered to identify training needs and to take responsibility for the development and implementation of the Early Education and Childcare training programme to support and develop business practice. This will involve direct deliver to the sector.
7. To support childcare settings and providers in expanding businesses to meet increased need and demand for childcare places.
8. To assist the Line Manager with allocation and monitoring of budgets.
9. To contribute to management reports and other detailed analysis required by senior leaders

10. 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.
11. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
12. 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
General management skills to drive services and ensure the strategic direction of the Council is implemented	E	A, I, P
Excellent numeracy, analytical, interpretative skills and attention to detail.	E	A, I, P
Excellent and advanced IT skills in order to be able to make best use of the service's computer systems, databases, online provider portal and developing databases and spreadsheet as and where required	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.	E	A, I, P
The ability to negotiate solutions across wide areas of the business and successfully convince others of the needs to take a specific course of action, using appropriate strategies to deal with challenging behaviours.	E	A, I
Experience of working with a fast changing, dynamic environment.	D	A, I
Ability to organise and prioritise work, coordinate a variety of tasks in a clear and logical way to meet agreed deadlines that minimise the disruption to the business whilst meeting WNC's expectations and standards	E	A, I

Knowledge:	Essential / Desirable	Measured by
Expert knowledge and understanding of the early years arena, including the business requirements, systems, policies, procedures and local and central government legislation affecting business sustainability.	E	A, I
Excellent understanding of the Ofsted Inspection framework, the Early years Foundation Stage and the Ofsted childcare registers	D	A, I
Up to date knowledge of current national developments in early education and childcare	E	A, I,

Relevant experience:	Essential / Desirable	Measured by
Consultation, engagement and participation work with parents/carers, and childcare providers and/or schools	E	A, I,
Budget management and ensuring delivery of services within agreed resources, either directly or through contracted services	E	A, I
Demonstrable evidence of successful innovative approaches, problem solving and effective decision-making.	E	A, I
Can actively identify and introduce improvements linked to areas of accountability.	E	A, I,
Delivering a specialist service within a large/complex organisation, with expert technical knowledge and experience	E	A, I
Experience of working within a Business Support – Financial & Administrative environment to support operational delivery.	E	A, I

Education, training, and work qualifications:	Essential / Desirable	Measured by
Business administration qualification or equivalent	E	A, D
Math and English GCSE grade 4-9	E	A, 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, Disqualification for Caring for Children (Education), Overseas Criminal Record Checks, Prohibition from Teaching, Professional Registration.

Day-to-day in the role:

Hours:	37 hours	Primary work base:	One Angel Square
Job family band:	PS07	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 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”

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.

