

## Job specification



**Job title: Information, Data and Childcare Sufficiency Officer (Business Support Focus)**

**Service: Children, Young People and Families**

**Grade: G7**

**Reporting to: Early Years Operational Support Manager**

### Your job

The Early Learning and Childcare team work with a range of multi-agency professionals to deliver a universal and targeted approach to support the early years sector to deliver high quality education and childcare. Ensuring all children access an inclusive education from birth to five years to enable them to reach their full potential. Part of this approach is the development of a partnership referred to as Leading Early Years Excellence Partnership (LEyEP) which delivers a system leadership approach to support the early years sector within the Borough.

You will report to the Early Years Operational Support Manager within the Operational Support Team. You will contribute to the teams work in ensuring the Local Authority meets its duty around childcare sufficiency, providing information and support to parents, childcare providers and key partners. Your role will have a specific focus in providing business support to new and existing childcare services. You will work to support the delivery of the team's priorities relating to improved outcomes for children and school readiness.

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

### In this job you will

- Work collaboratively with Finance, Joint Intelligence Unit and Education Business Intelligence Unit to collate and assess childcare sufficiency information including headcount data, EYPP, vacancy levels, census, birth rates, population demographics and demand for services.
- Collate and present statistical data and reports in a clear, concise format so it can be easily understood and inform the review of the annual childcare sufficiency report, strategic plans and DfE requests for information.
- Develop and maintain the Early Years Data Dashboard to include information necessary to support planning, review and commissioning of early years and childcare places and report on Inspection outcomes, targeted intervention with vulnerable groups and project work undertaken by the Early Years team.
- Work in partnership with the Council's Commissioning team to inform and support the procurement of childcare services within the Borough where it has been identified there is a shortfall.
- Identify risks and mitigation measures relating to the childcare market
- Maintain the Family Information Service Directory ensuring information provided to parents, young people and childcare providers is up to date and accurate and meets GDPR responsibilities.

- Complete back office administration tasks relating to childcare provider searches, FSD management reports. Move this to LEyEP support officer?
  - Systematically review the effectiveness of information gathering processes, working with all partners, business intelligence to ensure data collated is accurate, relevant and fit for purpose accurate and in line with GDPR responsibilities.
  - Respond to a range of queries, freedom of information (FOI) requests.
  - Implement information sharing and eligibility checks to support the identification of eligible 2-year olds, Early Years Pupil Premium and Early Years Extended Entitlements.
  - Implement LA process relating to request from Ofsted or Childminder Agencies to undertake LA safeguarding suitability checks. Ensuring GDPR/data protection processes are upheld in relation to highly sensitive information.
  - Undertake relevant survey's, consultations with parents, community and the childcare sector to inform future sufficiency analysis and strategic planning.
  - Respond to requests for brokerage service from parents having trouble finding childcare to meet their needs
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- Business Support Focus
  - Identify and promote the availability of external business funding opportunities to support the set-up costs of new services and sustaining existing childcare provision.
  - Liaise with Business Growth team to ensure new businesses can draw on available support and funding opportunities from this team and wider GMCA partners.
  - Respond to approved requests for additional support from childcare providers in need of sustainability, business planning and management support.
  - Undertake audit visits with Early Year's providers in receipt of childcare funding and provide written summary reports for providers and team managers, identifying actions and recommendations made at visits.
  - Provide sufficiency and business development information and training to new prospective childminders and new childcare providers including pathway to registration, inspection, regulation, employment, business planning in line with statutory requirements and good practice.
  - Keep up to date with relevant early years and childcare issues, guidance and legislation and actively seek opportunities to develop and diversify skills.
  - Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

### In this job you will need

You must be able to demonstrate the following essential requirements:-

- To be qualified to at least A level/ Level 4 standard
- Hold recognised English, Maths and ICT qualification
- Significant experience of using Microsoft Office Suite, with specific skills and knowledge of Excel and access systems and databases.

- A detailed knowledge and understanding of current legislation, national priorities and policy issues relating to early years and childcare including duties to secure early education funded places for 2, 3 and 4 -year olds and secure 30 hours free childcare available for working parents. Duty to publish information about childcare and related matters.
- A thorough understanding of how to undertake a review of place provision and childcare sufficiency analysis.
- A detailed knowledge of Council financial, contract and procurement procedures.
- An in-depth detailed understanding of the eligibility criteria for 2-year-old funding, 3 and 4-year-old entitlement including EYPP.
- An understanding of effective business management practice within the childcare sector including employment, recruitment requirements and a range of flexible childcare business planning models .
- Be solution focussed and able to work with a positive approach.
- Excellent communication and negotiating skills, a confident public speaker and able to work with people from all backgrounds
- Be experienced in undertaking research, collating, manipulating, analysing and interpreting data and information
- The ability to prepare analytical reports and deliver presentations in a clear, concise manner.
- Good level of ICT/digital technology skills with experience and competent knowledge of MS excel, word, power point and other associated software
- Be able to analyse and convert service information and data into performance information
- Ability to demonstrate high attention to detail in a challenging area of work Good organisational, time management skills with the ability to project manage and meet deadlines

## Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

**Be Positive...** take pride in all that you do

**Be Accountable...** be responsible for making things better

**Be Courageous...** be open to doing things differently

Individuals with line management responsibilities are also expected to ...

**Inspire...** lead by example and help others to see the big picture

**Care...** show genuine concern for people as individuals and value their contributions

**Engage...** I connect with others both within and beyond the organisation

## Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

**Our part**

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

**Your part**

- Listen, be open, honest and friendly
- Be efficient, flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough