

ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE: EARLY HELP & SCHOOLS

SECTION: EHC Assessment and Review Team

LOCATION: Number One Riverside

JOB TITLE: EHC Data and Finance Officer

POST NUMBER:

Grade: 5

Accountable to: EHC Assessment and Review Team Manager

Accountable for: n/a

Hours of Duty: 37 flexible working hours in accordance with the needs of the Service

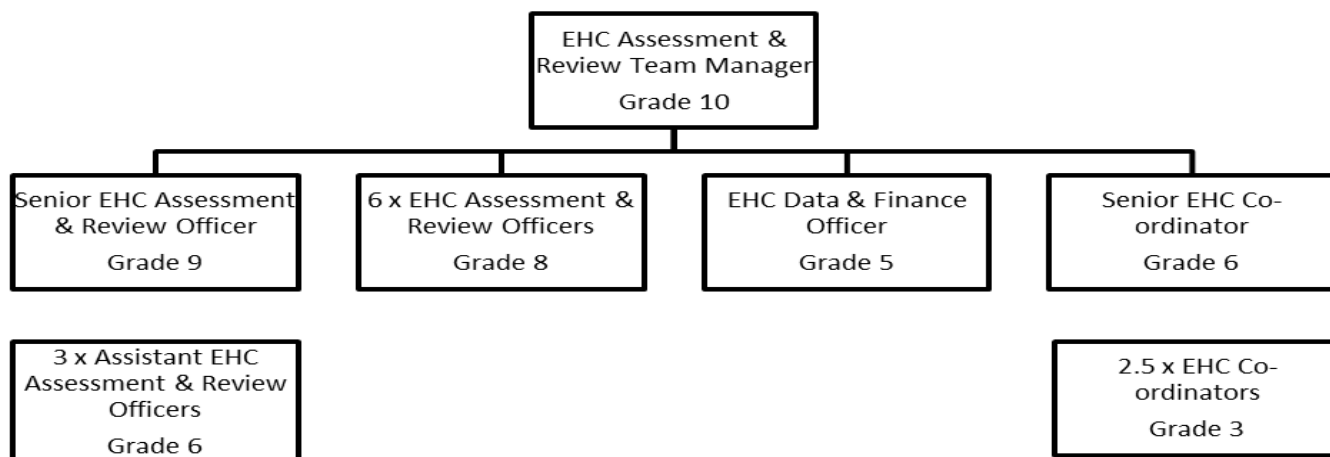
Any Special Conditions of Service: The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R B C.

Appointment to this post is subject to standard DBS

This post is not Politically Restricted in accordance with the current regulations

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

1. Responsible for ensuring timely data submission to the DfE and the Council.
2. Responsible for the monitoring of SEND data including data cleansing.
3. Manage the financial support for the Team including accounting, forecasting, monitoring, processing payments and invoicing.

Control of Resources

Personnel

To be responsible for the direction, support and motivation of self and any staff under postholder's control

Financial

To work in accordance with Financial Regulations and procedures of the Council. To be responsible for the financial support relating to budgets allocated directly or indirectly within the EHC Assessment and Review Team.

Equipment/Materials

To be responsible for the safe use and maintenance of equipment and materials used by the post holder

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal: Headteachers, SENCOs, school staff, Early Help and Schools staff, Targeted Services staff.

External: Parents and carers, staff from independent and non-maintained schools and colleges, SEN and Disability Information, Advice and Support Service (SENDIASS), other LAs, Mediation Service.

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out in the Rochdale Way:

- Valuing our people
- Focusing on customers
- Acting with integrity
- Using time and money wisely
- Working together
- Always learning and improving

Be aware of and apply the Rochdale Way behaviours at all times.

Principal Duties

1. To monitor and maintain records of numbers of children and young people with EHC plans for the purposes of reporting and payments for providers.
2. To be responsible for processing correspondence involving additional support and finance arrangements with other LAs and external providers.
3. To be responsible for payment of fees to educational providers including top-up funding and to assist in the preparation of estimates for the Team's budgets. Recoupment from other LAs.
4. To have overall responsibility for finance procedures relating to travel assistance for children and young people with SEN including payments of personal travel budgets and mileage reimbursements and setting up direct debits for post 16 parental contributions.
5. To be responsible for the processing of EHC needs assessments and EHC plans in accordance with the SEND Code of Practice and education legislation as and when required.
6. To investigate complex enquiries relating to data and finance giving assistance and advice as required.
7. To ensure effective systems are in place for the processing of purchase orders, invoices, payments etc and LA financial regulations are followed.
8. To provide a succinct overview of weekly, monthly and quarterly statistics for the Team Manager, senior leaders and Partnership Board so they are able to recognize how the LA is performing in terms of its targets and national performance indicators.
9. To ensure that SEN data and other appropriate data is cleansed accordingly and that staff are instructed of the process they need to complete for data cleansing of the Education Management System.
10. To provide information relating to Freedom of Information Requests in a timely manner and in accordance with local and national guidelines.
11. To deputise for the Senior EHC Co-ordinator as and when appropriate.

Secondary Duties

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- 2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by _____ Date _____

Agreed by Postholder _____ Date _____

Supervisor/Line Manager _____ Date _____

Assistant Director _____ Date _____

**Rochdale Borough Council
Person Specification**

Service :	Early Help and Schools	Post:	EHC Data and Finance Officer
Section :	EHC Assessment & Review Team	Post Number :	
Job Ref:		Grade:	5

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a) Special Working Conditions		
1 Disclosure and Barring Service (DBS) clearance	E	AF/I
2 At peak times may be required to work longer days	E	AF/I
(b) Qualifications and Experience		
1 Do you have A NVQ L3 qualification (or equivalent) in an appropriate specialist area e.g. finance, IT, business studies etc or a willingness to obtain a relevant qualification within two years of being in post.	E	AF/I
2 Do you have Qualifications in English and maths of GCSE Grade C or above (or equivalent)	E	AF/I
3 What is your experience of financial procedures e.g. preparation of estimates, payment of accounts and detailed budgetary control	E	AF/I/A
4 What is your experience of working effectively as a member of a busy team.	E	AF/I
5 Tell us about your experience of liaising with a wide range of education, health and social care professionals.	E	AF/I
6 Please give details of your experience of preparing statistical reports for a range of audiences.	E	AF/I
7 Tell us about your experience of deputising posts at a higher level	E	AF/I
(c) Skills and Knowledge		
1 Tell us about your ability to work on own initiative and prioritise workload to ensure timescales are met.	E	AF/I
2 Give examples of effective communication skills both orally and in writing.	E	AF/I/A
3 Give examples of your ability to work calmly and methodically and with meticulous accuracy when under pressure.	E	AF/A
4 Tell us about your working knowledge of computer applications, particularly as they relate to data and financial issues e.g. Excel spreadsheets, database	E	AF/I
5 Please give details of your knowledge and understanding of	E	AF/I

	the processes involved in the statutory EHC needs assessments and associated reviewing procedures as stated in the SEND Code of Practice.		
6	Tell us about your ability to deal with members of the public in a calm and professional manner even in the most difficult of situations.	E	AF/I
7	Tell us about your knowledge of data protection and information security legislation and an understanding of the importance of confidentiality as it relates to this post.	E	AF/I
8	Please give details of your ability to supervise and provide guidance to other team members in processes relating to data and finance.	E	AF/I
(d) Behaviours and Values			
1	<p>Approach the job at all times using the values set out in the Rochdale Way:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Valuing our people <input type="checkbox"/> Focusing on customers <input type="checkbox"/> Acting with integrity <input type="checkbox"/> Using time and money wisely <input type="checkbox"/> Working together <input type="checkbox"/> Always learning and improving <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF/I
2	If applying as part of the Armed Forces Scheme: Please confirm your last long term employer was the Armed Forces.	D	AF/I
3	If applying as part of the Armed Forces Scheme: Please confirm you have been looking for a job for 6-24 months since you left the Armed Forces.	D	AF/I