

Job Title : Early Years and Childcare Provision Officer		
Directorate :	Economy, Skills and Neighbourhoods	Division/Section : Education & Early Years
Grade:	Grade 5	

Job Purpose:

Under the direction of the Early Years and Childcare Provision Manager to ensure that the local authority's duty to secure sufficient high quality early years and childcare is met.

To contribute to policies and processes relating to early years and childcare place planning.

To lead on the production of the annual Childcare Sufficiency Assessment to identify gaps in the early years and childcare market and deliver an action plan to address these gaps through the coordination of a wide range of partners in order to improve outcomes at EYFS for children

GENERAL RESPONSIBILITIES

1. To be a key contributor in the production and implementation of the Early Years Provision Teams priorities.
2. To contribute to plans and work of the wider Early Years programme, supporting the agenda for continuous improvement and increasing value for money in achieving the objectives of Education Services
3. To work closely with the Education Provision Manager to ensure that early years and school place planning are closely aligned.
4. To keep abreast of regulations and Government requirements in relation to the early years funding and place planning
5. Ensure effective working relationships with all Partners, both internal and external.

KEY TASKS

1. To manage the early years and childcare market, including maintaining existing places and stimulating growth in new places.

2. To be responsible for accurate data collection, extraction, manipulation and analysis from a variety of sources relating to the supply and demand for early years and childcare places to assist with forecasting, planning and identifying gaps in the market.
3. Work closely with the Education Provision Manager in the production of the annual 0-16 sufficiency of places assessment.
4. Ensure all aspects of Early Years and Childcare market management are compliant with current legislation and government guidance.
5. Make recommendations as part of a continuous improvement process through analysis of data, identifying and reporting trends to inform targeted growth and associated capital developments.
6. Provide information and advice to colleagues, Governors, schools and PVI early year's settings on early years and childcare place planning to sustain provision and stimulate growth in areas with an identified shortfall.
7. To provide professional childcare business advice, guidance and support to new and existing early education and childcare providers and prospective providers.
8. Facilitate co-operative place planning between providers across all sectors in order to meet local sufficiency targets.
9. To undertake specific pieces of research in respect of national developments in relation to early years and childcare place planning.
10. To be responsible for local early years and childcare market research through the implementation of parent and provider consultations in conjunction with the Council's Business Intelligence Unit.

Standard Duties:

1. To actively promote the equalities and diversity agenda in the workplace and in service delivery.
2. To uphold and implement policies and procedures of the Council; including customer care, data protection, ICT, finance and health and safety policies.
3. To actively engage with the behaviours and values of the Council to promote and support our Co-operative Agenda.
4. To undertake continuous professional development and to be aware of new developments, legislation, initiatives, guidelines, policies and procedures as appropriate to the role.
5. Undertake any additional duties commensurate with the level of the post.

Contacts: Employees of the Council, colleagues within other local authorities, colleagues within

commissioned services including Children's Centres, Headteachers and Governing bodies, representatives of local partner agencies, national organisations, and employees at all levels within private, voluntary, independent and maintained providers of Early Years education and childcare

Relationship To Other Posts In The Directorate :

Responsible to: Early Years and Childcare Provision Manager

Responsible for: N/A

Special Conditions:

- Enhanced DBS Check
- This is a politically restricted post
- Casual care user allowance

	DATE	NAME	POST TITLE
Prepared	Jan 2017	Tony Shepherd	Head of Schools and Learning
Reviewed	May 2017	Tony Shepherd	Head of Schools and Learning
Reviewed	Feb 2018	Tony Shepherd	Head of Schools and Learning

Job Title: Early Years and Childcare Place Planning Officer

	Selection criteria (Essential)	Selection criteria (Desirable)	How Assessed
Education & Qualifications	<p>Degree and/or equivalent qualification, or relevant work experience in the childcare market, data analysis and research fields</p> <p>Evidence of continued professional development, managerial and personal development</p>		Certificate AF/I
Experience	<p>Experience of working with education providers such as early years providers and schools.</p> <p>Experience of developing effective working relationships with a range of partner and stakeholders to deliver service objectives.</p> <p>Experience of managing and successfully delivering projects within strict deadlines, budgets and resources, including identifying potential risks and their associated impact and likelihood</p> <p>Extensive experience of using analytical skills to research, interpret and draw conclusions from data/ information from a variety of sources to produce reports and make recommendations for action</p> <p>Experience of giving advice and guidance around the childcare market to individuals, groups</p>	Experience of researching local and national policies and legislation	AF/I/

	<p>partners and providers</p> <p>Extensive experience of using computer packages for word processing, spreadsheets, databases and researching information.</p>		
Skills & Abilities	<p>Ability to work as part of a team as well as independently on own initiative.</p> <p>Highly developed written & oral communication skills and the ability to engage and negotiate with people at a variety of levels.</p> <p>Able to analyse complex information and legislation, solve problems and produce clear and concise reports.</p> <p>Able to complete tasks to potentially conflicting deadlines, re-prioritising own work as appropriate.</p> <p>Organisational skills to complete tasks and project work to potentially conflicting deadlines, without direct line management, re-prioritising own work as appropriate</p>		AF/I/
Knowledge	<p>Knowledge of key national policy drivers, legislation and broader influences related to the role and childcare sufficiency</p> <p>Knowledge of the characteristics of quality childcare services, which is sustainable and meet the needs of service users</p>		AF/I

Work Circumstances	<p>Able to travel to different sites across the Borough, and on occasions, regionally and nationally as required</p> <p>Able to work outside of normal office hours on occasions (including evenings and weekends as necessary)</p>		AF/I
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