

Job Profile

Early Years & Childcare Business Officer

Grade: 9

Date created: May 2017

About the Job

To provide business support to early years, childcare and out of school providers (across the maintained, private, independent and voluntary sectors) to ensure that there is a sufficient, quality and sustainable market. This will be achieved through supporting providers to reshape, extend and create new childcare places in line with the Governments Wraparound Childcare programme intentions and supporting them with developments in providing high standards of education and care; including alternative governance, management and delivery structures

This is what we need you to do...

- Develop and maintain effective partnerships with the diverse childcare market to enable good collaborative and supportive working arrangements
- Deliver a commissioning strategy for childcare provision in collaboration with stakeholders and providers
- Ensure that strategic and commissioning priorities reflect national initiatives and are effectively implemented across childcare providers
- Work with providers to produce business plans which are aligned to the Council's sufficiency strategy and their own business audit
- Influence and facilitate the growth of the childcare market, engaging new providers and offering professional advice, guidance and support
- Maintain effective analysis of the childcare market to target those providers who are likely to require more intensive support and prioritise workload accordingly
- Provide expert and responsive information, advice, guidance and support to childcare providers on local and business needs
- Work with colleagues to ensure that outcomes for children in early years settings inform countywide and locality priorities.
- Engage with other local authorities, national organisations and government departments, such as Department for Education, to ensure Gloucestershire meets it's sufficiency duty and is compliant with all government expectations
- Consult and provide feedback to Department for Education, and it's contractors, to ensure the Council can demonstrate capacity is sufficient and sustainable
- Develop information, stakeholder engagement plans and training materials for providers to build their capacity, skills and knowledge to ensure provision is accessible to all children
- Improve outcomes for service users and deliver the Council's plans, priorities and strategies to achieve value for money, consistent with good practice

Special Conditions

- Car owner/driver with access to a vehicle during working hours and hold a current full driving licence valid for driving in the UK

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.

The ideal candidate will have...

Experience

- First hand business knowledge of running an early years or childcare setting
- Experience of business and strategic planning
- Experience of planning, analysis and implementation
- Significant knowledge and experience of the early years & childcare sector
- Knowledge of commissioning and procurement
- Experience of partnership and multi-agency working and working across organisational boundaries
- Experience of providing high quality expert information, advice and guidance to a range of stakeholders and providers

Knowledge, Skills and Understanding

- Understanding of relevant legislation, reforms and current local developments and strategic priorities relating to childcare provision
- Ability to recognise and advise on good quality early years & childcare provision
- Understanding of strategic and business planning processes
- Good analytical skills and ability to plan long-term
- Good understanding and application of quality assurance principles
- Ability to form effective multi-agency relationships and contribute to creative approaches to make the best use of grant funding
- Excellent negotiating and influencing skills
- A commitment to an inclusive/enabling response to meeting the needs of children with additional needs and SEND and children from minoritized groups
- Strong organisational skills with the ability to consistently deliver good quality customer service
- Excellent communication skills, both written and verbal at all levels

Behavioural attributes

- Demonstrates Gloucestershire Leader/Employee Behaviours.
- Able to communicate effectively with a range of stakeholders
- Able to respond to a changing pattern of demand at work which can be unpredictable and unplanned requiring constant shifts in priority
- Able to use initiative and be proactive
- Excellent interpersonal skills, able to work independently and as part of a team
- Able to lead by example with a positive attitude to problem solving; innovative and flexible approach to challenges
- Able to empower, motivate, support, advise and empathise with others – building on organisational and individual strengths
- Emotionally resilient, self aware and able to positively work under pressure
- Committed to achieving the best outcomes for children and young people – taking responsibility, being professionally curious and holding self and others to account

Education & Qualifications

Essential

- Degree level qualification or equivalent experience
- Evidence of continual professional development

Desirable

- Level 4 Business Support (or ability to undertake in the role)

There are also a number of generic requirements that are applicable to all employees within the Council. There can be found at the following link:

<http://staffnet.gloscc.gov.uk/index.cfm?articleid=8579>