

# Job Profile

## Education Planning Officer

Grade: 8

Date created: January 2026

### About the Job

To support the Education Planning Managers to deliver the expected and desired outcomes across a range of school and educational facility projects, including the Academies Programme, the Capital Programme, and all other statutory and funded projects.

### This is what we need you to do...

- Support the Place Planning Manager in producing evidence-based data to demonstrate the need for developer contributions from housing to support local school places where needed.
- To contribute to the management of school planning and development across the county.
- Support managers working on statutory processes for creating or removing pupil places and changes to school organisation.
- Appraisal of school accommodation needs including sufficiency, suitability and condition.
- Support prioritising schemes for inclusion in the approved capital programme across early years, mainstream and special schools.
- Lead the delivery of some capital projects and funding projects as delegated by the Senior Management including specifying accommodation standards, criteria, client side briefing and project documentation including Member information documentation.
- Provide information and support on strategic data analysis and dissemination to inform strategic school place planning decisions.
- Provide succinct and relevant written and verbal updates that include anticipated impact and risk assessment.
- Preparing reports to Directors, Elected Members and Senior Managers as required.
- Contribute to the preparation of data for the submission of statutory returns to the DfE, Government depts and internal reporting.
- Be responsible for project communications and stakeholder management/communication plans.
- Keep up to date with relevant policy, best practice and legislative change and contribute to the development of policies and standards.
- Support and challenge colleagues to ensure value for money, delivery to time and cost, and quality of projects.
- Liaise with parents, schools and other stakeholders and professionals involved in related projects.
- Liaison with partner organisations including schools, other Local Authorities, Diocese, Central Government and Voluntary Organisations.

### Special Conditions

- This position is subject to an enhanced Disclosure and Barring (DBS) check.

## **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**

- Ability to present complex data and analyse appropriately for specific audiences including elected representatives, Directors, other service areas and Local Planning Authorities
- Development of appropriate project management plans, including timelines, risk matrices and project briefs
- Building and maintaining productive relationships with stakeholders, influencing as appropriate
- Leading and supporting a range of projects
- Experience of dealing with contentious or political issues
- Experience of working in a council service area e.g. highways, children's services, adult social care etc.
- Contributing to the development of operational procedures
- Experience of working in an environment where excellent customer service and communication skills with a range of stakeholders are essential.

#### **Knowledge, Skills and Understanding**

- Proven project skills, demonstrating ability to manage complex and detailed operational work accurately to a high standard within competing deadlines.
- Ability to advise and support internal colleagues on processes and procedures.
- Excellent IT skills across a range of systems.
- Understanding of statutory processes around Schools and Education.

#### **Behavioural attributes**

- Demonstrates Gloucestershire Leader/Employee Behaviours.
- Able to work effectively with people at all levels within, and external to, the council and build effective relationships.
- Committed to continuous improvement.
- Customer focussed and able to communicate effectively.
- Emotionally resilient, flexible, creative and self motivated.
- Organised and able to meet deadlines.
- Politically aware.
- Able to work on own initiative and work effectively as part of a team.
- Flexible with a "can do" attitude to work.

#### **Education & Qualifications**

##### **Essential**

- Good levels of literacy and numeracy, evidenced by GCSE's Grade A-C or Grade 4-9, NVQ Level 4 or equivalent experience.

##### **Additional Information**

- Need to hold a full UK driving license, or ability to travel throughout the county.
- Working outside normal hours may be required.