

Job Title: School Sufficiency Data Officer

Grade 8

Our Vision

A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy

Our Outcomes

Everyone in Staffordshire will:

- Have access to more good jobs and share the benefit of economic growth
- Be healthier and more independent for longer
- Feel safer, happier and more supported in their community

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and citizens
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

Purpose and Vision for Access to Learning Service

Our vision is: TOGETHER with our community leaders, partners and schools and settings, we achieve FAIR ACCESS to education and learning within OUR COMMUNITIES to help ensure that children and young people can REACH THEIR POTENTIAL. The Service delivers a range of statutory duties:

- Secure the sufficient supply of school places
- Secure sufficient early education and sufficient childcare
- Implement the Co-ordinated Admissions Scheme and Fair Access Protocol
- Operate as “admission authority” for relevant schools
- Develop home-to-school and college travel policy
- Manage the entitlement to free school meals
- Assess travel entitlement to mainstream schools
- Duty to progress academy conversions where an academy order is made **About the**

School Organisation Team (SOT)

We are responsible for the County Council’s statutory duty to ensure there are sufficient school places across the county to meet the present and future demand. The team are in place to ensure a structured and controlled approach is applied and legislation is adhered to in an ever-changing education system. When delivering the right number of school places in the right areas providing a fair access to education for all children and young people of Staffordshire the SOT will ensure that additional school places will focus on deliverables, effective governance and decision making and appropriate resources with the necessary skills and capacity. The SOT produces a 15year work programme of additional places required & through continual evaluation maintains the multi-million pound programme of work.

Our values are to be open, honest and transparent, encourage and develop all stakeholders participation and improve customer insight, adapting our approach to suit the needs of local communities to provide sustainable and accessible school places for all.

Reporting Relationships

Responsible to: Deputy Head of School Organisation

Responsible for: N/A

Key Accountabilities:

- 1) Analyse data on the requirement of school places including forecasting future need, interpreting demographics, information and data, and using guidance and policies to make recommendations to officers.

- 2) Collate and prepare data and information for the submission of the DfE School Capacity Collection (SCAP) and create and develop associated procedures.
- 3) Develop data and information systems and appropriate methodologies for collecting, storing and analysing data, to maximise quality and accuracy and increase statistical knowledge to inform operational and strategic decision making.
- 4) Operate and develop ICT to provide information about planning school places and broaden the use of available software to increase efficiency and/or accuracy of data produced.
- 5) Administer and draft reports and other written documents, for a range of audiences using plain English, on behalf of senior colleagues.
- 6) To liaise and build relationships with a range of stakeholders, taking any appropriate action and responding to enquiries in an efficient and effective manner, and being the first point of contact for any SCAP.
- 7) Participate and contribute to the interpretation of current, new and revised legislation, guidance, policies and initiatives, to ensure current working practices of the team are up to date.
- 8) Contribute to project and working groups to ensure collaborative working.
- 9) Contribute to team planning by preparing and maintaining timetables of ongoing work and projects and to participate in team meetings.
- 10) To provide support to the Senior School Place Planning Officer's.

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

Financial Management

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

People Management

Engaging with People Management policies and processes

Equalities

Ensuring that all work is completed with a commitment to equality and antidiscriminatory practice, as a minimum to standards required by legislation.

Climate Change

Delivering energy conservation practices in line with the Council's climate change strategy.

Health and Safety

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.



Safeguarding

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

Person Specification

A = Assessed at Application; I = Assessed at Interview; T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
Qualifications/Professional membership		
	<ul style="list-style-type: none"> NVQ Level 3 (or equivalent qualification) in an appropriate discipline or relevant experience 	A + I
Knowledge and Experience		
	<ul style="list-style-type: none"> Experience of analysing and interpreting complex data and information from a range of sources and assimilating large amounts of data into accurate reports. 	A + I + T
	<ul style="list-style-type: none"> Experience of using a wide range of PC software programmes including spreadsheets for data analysis and statistical interrogation such as excel. 	A + I
	<ul style="list-style-type: none"> Experience of producing clear and concise written documents for a range of audiences. 	A + I
	<ul style="list-style-type: none"> Experience of managing a complex workload, achieving targets and responding flexibly to changing circumstances. 	A + I
	<ul style="list-style-type: none"> Experience of working to Government (local and central) policies and procedures or similar organisational structures with complex and competing priorities. 	A + I
	<ul style="list-style-type: none"> Experience of contributing to working and project groups and taking an active role in creating and developing, processes and methodologies. 	A + I
	<ul style="list-style-type: none"> Experience of working successfully in a team and delivering to tight deadlines. 	A + I
	<ul style="list-style-type: none"> Experience of formal consultation processes. 	A + I
Skills		
	<ul style="list-style-type: none"> Highly numerate and with an eye for detail. 	A + I

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| • Ability to demonstrate a clear understanding of complex data, information and own analysis to make recommendations to senior colleagues. | A + I |
| • Ability to interpret and evaluate the impact of new guidance, legislation, policies and procedures to comply with organisational policy. | A + I |
| • Effective interpersonal skills in both oral and written communications with an ability to build and maintain positive links with colleagues and a range of stakeholders. | |

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| • Effective organisation and planning skills and succeed under pressure within a busy environment. | A + I |
| • Ability to use initiative and think creatively to improve service delivery. | A + I |



If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting **Talent & Resourcing on 01785 278300**