

# Job Title: Senior School Place Planning Officer

## Grade 9

### **Our Vision**

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

### **Our Outcomes**

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

### **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, flourish and contribute to our ambitious plans. Our values are at the heart of 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 the people of Staffordshire
- 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 15 year 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: Head of School Organisation**

**Responsible for: Indirect management of colleagues in other departments as part of designated projects/tasks (matrix management).**

**Key Accountabilities:**

- 1) Make recommendations on the requirement of school places by forecasting future need, analysing demographics, information and data, and using professional knowledge and judgement concerning school place planning and associated education legislation, guidance and policies.
- 2) Produce documents for a range of audiences using plain English, such as reports, strategies and member briefings including drafting reports on behalf of senior colleagues including the Director for Families and Communities to propose and justify school reorganisations and advise on statutory obligations.
- 3) To work as a senior member of the School Organisation Team and provide high level advice, support and guidance in school place planning and associated matters.
- 4) Influence the building and funding requirements for future provision of school places and assess, negotiate and secure financial contributions in line with adopted policy and guidance and to ensure the sufficient supply of school places, within local areas and Staffordshire wide.
- 5) Monitor and review potential and planned projects impacting on school provision from initial recognition through to completion of the project to ensure the sufficient supply of school places.
- 6) Research, develop and propose school place planning policy and strategy, to increase statistical knowledge and to strengthen the process of data analysis to inform operational and strategic decision making.
- 7) Influence and negotiate with a range of stakeholders including matters that are sensitive or disputed, to manage expectations, ensure open and transparent working and to enhance the reputation of the team.
- 8) Interpret and translate current, new and revised educational legislation, government guidance, policies and initiatives concerning school organisation, school place planning and planning law to ensure current working practices are up to date.
- 9) Identify changes required to policies, strategies, procedures and processes, and present proposals for approval and implementation to achieve consistency across the team and facilitate continuous improvement.
- 10) Contribute to and influence the development of internal and external local and national policy and strategy to deliver our statutory duty and apply this in a professional, structured and consistent approach to support best practice.

- 11) To liaise and build relationships with stakeholders and partners, provide guidance on school place planning and associated matters, and to promote an understanding of the relevant policies and objectives across the County to ensure a co-ordinated delivery of service.
- 12) Lead and contribute to project and working groups to ensure collaborative working and all associated elements are considered to ensure an informed outcome.
- 13) Identify administrative tasks and monitor progress of projects to be undertaken by the Business Support Team and delegate by providing the necessary instruction and define outcomes where required to support the team in school place planning.
- 14) Instruct and direct specialists as appropriate to inform work being undertaken by other directorates or partners on behalf of the team to ensure the delivery of our statutory duty.
- 15) Participate in team development including delivering training where required in order to ensure the team has up to date knowledge.
- 16) Produce content such as press releases, newsletters, briefing notes and regularly review and develop the team's web presence to improve data sharing and to promote open and transparent working.
- 17) Specify and procure ICT developments from the County Council or external suppliers to develop and broaden the use of ICT including the geographical information system (GIS).
- 18) Deputise for the Head of School Organisation and School Organisation Co-ordinator.

### **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 anti-discriminatory 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
<b>Qualifications/Professional membership</b>		
	<ul style="list-style-type: none"> <li>NVQ Level 4 (or equivalent qualification) in an appropriate discipline or relevant experience</li> </ul>	A + I
<b>Knowledge and Experience</b>		
	<ul style="list-style-type: none"> <li>Experience of analysing and interpreting complex data and information</li> </ul>	A + I + T
	<ul style="list-style-type: none"> <li>Experience of taking challenging decisions and making recommendations using information and data</li> </ul>	A + I
	<ul style="list-style-type: none"> <li>Experience of clear and concise report writing</li> </ul>	A + I
	<ul style="list-style-type: none"> <li>Experience of interpreting legislation, and contributing to policies and strategies</li> </ul>	A + I
	<ul style="list-style-type: none"> <li>Experience of stakeholder management including experience of contributing to working and project groups</li> </ul>	A + I
	<ul style="list-style-type: none"> <li>Experience of negotiating positively in difficult situations</li> </ul>	A + I
	<ul style="list-style-type: none"> <li>Experience of working successfully in a team and delivering to tight deadlines</li> </ul>	A + I
	<ul style="list-style-type: none"> <li>Experience of project management and influencing business processes</li> </ul>	A + I
	<ul style="list-style-type: none"> <li>Experience of using a wide range of PC software programmes including spreadsheets such as excel</li> </ul>	A + I
<b>Skills</b>		
	<ul style="list-style-type: none"> <li>Highly numerate and with an eye for detail</li> </ul>	A + I
	<ul style="list-style-type: none"> <li>Ability to demonstrate a clear understanding of complex data, information and analysis to make informed strategic recommendations</li> </ul>	A + I
	<ul style="list-style-type: none"> <li>Proven communication skills and ability to clearly and confidently present reports and own analysis</li> </ul>	A + I
	<ul style="list-style-type: none"> <li>Ability to develop administrative procedures based on legislation &amp; guidance</li> </ul>	A + I
	<ul style="list-style-type: none"> <li>Ability to build relationships to effectively manage expectations and improve service delivery</li> </ul>	A + I
	<ul style="list-style-type: none"> <li>Excellent influencing and negotiating skills</li> </ul>	A + I
	<ul style="list-style-type: none"> <li>Ability to use initiative, think creatively and succeed under pressure</li> </ul>	A + I
	<ul style="list-style-type: none"> <li>Ability to lead and motivate a team or project group</li> </ul>	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 Team

01785 278300 **With pride. With purpose. With you.**