

Early Years Sufficiency and Market Development Consultant

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

About the Service

The Early Years team are focused on delivering a consistent, high-quality service which responds to the unique needs of early years children and their families, ensuring a focus on the crucial first 1001 days to achieve the best start in life for all. We work with Family Hubs and other partners to ensure that all children have the maximum opportunity to access their funded entitlements in high quality, inclusive settings.

We aim to:

- build respectful and professional relationships, enabling us to effectively lead, empower and upskill the early years sector.

- inspire, motivate and support practitioners and settings through challenge and change, to ensure continued quality improvement and sustainability across the sector.
- collaborate with a wide range of partners to ensure a cohesive and responsive approach to improving outcomes for our youngest children.

The Early Years Team performs key statutory duties and adheres to relevant legislation and guidance to ensure sufficiency of childcare places, promote the health, well-being, progress, and attainment of children in inclusive settings.

About the Role

As an Early Years Sufficiency and Market Development Consultant you will support the Early Years Sufficiency and Market Development Senior Consultant to ensure there is sufficient high-quality provision within the local authority to meet demand.

You will undertake activities to assess sufficiency and potential market demands, contribute to and deliver against strategies to identify and address gaps in provision for families, and support providers in delivering timely and high-quality provision. You will work actively with settings to market development and business advice and support to enhance or extend provision.

This post is designated as a Casual car user.

Reporting Relationships

Responsible to: Early Years Sufficiency and Market Development Senior Consultant

Responsible for: N/A

Key Accountabilities:

1. Collect and analyse demographic and other relevant data and trends, providing timely sufficiency analysis and market development activity for a range of childcare provision.
2. Work directly with new and existing childcare providers, encouraging and facilitating the development and implementation of practical and realistic business plans and strategies, supporting business operations to be more effective and efficient as a foundation for sustainability.
3. Provide support and advice to new and existing childcare providers who are developing, extending or changing their service, including organising site

visits to ensure that the physical environment and/or plans are compliant with statutory requirements.

4. Develop and implement childcare sufficiency action plans and strategies in line with local authority statutory duties to ensure sufficiency of childcare places within the local authority area, utilising digital solutions where appropriate.
5. Maintain accurate records and databases, relating to market sufficiency and development activities and prepare reports and updates for the lead consultant and other stakeholders as required.
6. Act as a point of contact for partners and stakeholders, addressing enquiries and providing information, advice, training and guidance on sufficiency and market development.
7. Actively support national, regional and local initiatives including support and development of workforce development strategies and recruitment into the childcare workforce.
8. Establish and maintain strong partnerships with key stakeholders including Family Hubs and other local authority teams, disseminating information about sufficiency and the funded early years entitlements to ensure that parents and children are able to access their funded entitlements within their locality.
9. Undertake and ensure timely, accurate, up-to-date and GDPR compliant record keeping and reporting.
10. Manage own workload to undertake market analysis, reporting findings and making recommendations and contributing to the preparation of grant applications, reports and other relevant communications as requested.
11. Comply with effective governance across the Early Years team including the Risk Register, data protection, governance groups and information assets in line with all relevant legislation and internal guidance.
12. Deliver in line with Early Years KPIs, outcomes, frameworks and initiatives, identifying areas of changing demand.
13. Undertake continuing professional development and acquire new skills, being prepared to undertake further training as and when required.

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
	<p>Qualifications/Professional membership</p> <p>Educated to Level 6 (e.g. degree level) or equivalent experience in a relevant field</p> <p>Demonstrable commitment to relevant continuing professional development</p>	<p>A</p> <p>A</p>
 	<p>Knowledge and Experience</p> <p>Knowledge of relevant national agendas, legislation, statutory requirements and policy affecting Early Years provision</p> <p>Experience in sufficiency analysis and market development</p> <p>Experience in developing effective partnership working arrangements</p> <p>Proven track record of providing sufficiency and market development advice and guidance</p>	<p>A/I</p> <p>I</p> <p>A/I</p> <p>A/I</p>
 	<p>Skills</p> <p>Excellent communication and interpersonal skills, including verbal written and listening skills</p> <p>Strong analytical and problem-solving skills, able to analyse statistical data and create innovative solutions</p> <p>Proficient in the use of digital tools for analysis, reporting and communication</p> <p>Self-motivated, organized and detail-oriented</p> <p>Adaptable, able to deliver change and remain flexible to the needs of the service</p>	<p>I</p> <p>A/I</p> <p>A/I</p> <p>I</p> <p>I</p>

Able to work collaboratively with a creative approach to problem solving	A/I
Commitment to improving outcomes for children and young people	A/I
Committed to Inclusion and the principles of equality and diversity	I
Willingness to undertake continuous professional development	I
Competent in using a range of O365 applications	I
Ability to travel as required within the local authority area	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 **Liberata Employee Services Team on 01905 947446**