

Title Senior Place Planning Officer	Department CFCS Education Learning and Skills, Access and Partnership, Strategic Place Planning Team	Post Ref.
<p>Job Purpose</p> <ul style="list-style-type: none"> • To be the key contact for, and provide comprehensive local intelligence including a detailed area overview of the statutory functions and processes connected with provision of a sufficiency of Infant, Junior, Primary, Secondary and Special school places for the children and young people of Nottinghamshire. • To work closely with the specialist officers within Planning, Property and Place to ensure that NCC fulfils all statutory duties in relation to the expansion of existing schools and the development of new school where required, to provide a comprehensive area perspective and to contribute to the overall county strategic planning process for provision of education services to children. • To drive business change and improve Pupil Place Planning service delivery by developing and implementing integrated information systems, analysing the key business requirements from the pupil place planning team and of related stakeholders, partners and services, identify the functional and technical requirements, presenting ambitious solutions and recommendations to ensure effective delivery and support these complex business processes, in accordance with legislative changes. • To work in partnership with colleagues in local Multi Academy Trusts, District Councils, the DFE and ESFA to ensure that appropriate processes are followed to secure funding for the expansion of existing schools and the development of new schools when the need arises. 		
<p>Key Responsibilities</p> <ol style="list-style-type: none"> 1. Assess and evaluate the impact of emerging demographics in the area which will influence service provision and with the Place Planning Strategy Team Manager to provide evidence of need in order to secure Developer's contributions through negotiation on behalf of the CFCS department and/or additional funding for the provision of school places from local or national capital. 2. Contribute to and support the work of the Place Planning Strategy Team Manager through monitoring and evaluating school net capacities, pupil numbers including early years according to age 	<p>Key Accountabilities</p> <ol style="list-style-type: none"> 1. To be lead officer on behalf of strategic place planning for specific areas of Nottinghamshire and for specific projects allocated by the Team Manager Strategic Place Planning. 2. Provides detailed knowledge and understanding of the location, type, quality and sufficiency of statutory education and special school provision. 3. Support schools in development planning and assist them to understand the strategic context in which they operate. 	

and stage. This will include forecast data on projected need, pupil movement and take up of education places within the district and comparatively, across the county.

3. Contribute to and support the work of the Capital Investment and Academies Lead Officer by promoting the range of options schools have in terms of their status (Community, Foundation, Trust School, Academy); having a good overall knowledge and understanding of all options and their implications; undertaking presentations to governors and senior school managers.
4. Develop positive and effective professional relationships with all schools in the area, regardless of status, (community, Voluntary Aided and Foundation schools, Academies and Trust Schools) and work with them applying a high level of autonomy and exercising effective judgement in order to maintain a strategic picture of provision and future need.
5. Facilitate cross departmental strategic planning around establishing and meeting the needs of children and contribute to prioritising departmental priorities across all areas with the Community Resource Strategy Officer – including writing and contributing to bids for internal and external funding.
6. Taking responsibility for a specific area of specialist work on behalf of the team and Group Manager eg amalgamations and rationalisations, special needs and integration, co-location and integration of services, early years and childcare, youth support, libraries, country parks, leisure/cultural facilities.
7. To maintain high standards of consultation, communication and partnership working with staff, elected members, stakeholders, service parents, providers, schools (leaders and managers) and governors.
8. To maintain an up to date understanding, including improvements required in associated skill levels, of key educational issues and

4. To ensure that accurate data in relation to pupil place planning is available to the Team Manager Strategic Place Planning, Senior Officers, Members and key stakeholders as required.
5. Provides identified officers with accurate and up-to-date priorities relating to the need for investment within the area and providing business cases /basic need cases for evaluation; identifying opportunities for amalgamations and rationalisation of provision, including possible capital receipts.
6. Undertakes area reviews, monitoring, modelling and planning around the statutory responsibilities for provision and admissions, to ensure that CFCS and national policies for children are effectively met, including supporting schools and service providers to deliver them.
7. Undertakes when required, the Client Officer role in capital projects where appropriate and preparing briefing documents; being part of project teams to ensure that decisions relating to delivery fit the education and service need; undertaking responsibility for taking handover of capital projects and evaluating projects against the original brief to ensure that all requirements are met.
8. Monitors and evaluates early years and childcare requirements for places, develop detailed knowledge and awareness of all providers including those in the private, voluntary and independent sector.

<p>developments around the statutory responsibilities for provision for children and school admissions.</p> <p>9. To demonstrate and operate with highly effective communication and influencing skills, both written and oral, including addressing audiences, leading on public consultations, preparing reports and briefing officers and elected members on the implications of policy, legislation and strategy for their areas of work.</p> <p>10. To be part of the team of officers providing first contact for schools, Early Years and other children’s settings within the area in an emergency, providing appropriate advice and support 24/7 365 days a year and liaising with colleagues in Emergency Planning.</p> <p>11. To be part of the team of officers within CFCS who lead the department’s emergency response and participate in the County council’s Emergency Planning activities including being part of the emergency phone duty rota</p>	
<p>The post holder will perform any duty or task that is appropriate for the role described</p>	

<p><i>Person Specification</i></p>	
<p><i>Education and Knowledge</i></p> <ol style="list-style-type: none"> 1. Education to degree level. 2. Can demonstrate the ability to think and operate strategically as well as the disciplines around strictly prioritising workload and remaining within the parameters of the role. 3. Experience of working in an area responsible for pupil place planning OR experience of undertaking duties in relation to school admissions within an area. 	<p><i>Personal skills and general competencies</i></p> <ol style="list-style-type: none"> 16. Sets an excellent example of customer care for other staff. 17. Effectively sets direction for a team providing motivation for all to deliver high performance. 18. Anticipates customer needs to provide excellent service continually striving to improve efficiency and effectiveness 19. Sets challenging targets for performance for the team as well as delivering a high degree of personal effectiveness

Tier 6 – Senior Practitioners

<p>4. Knowledge and understanding of education, early years or childcare provision - policy, admissions and providers.</p> <p>5. Evidence of continuous professional development.</p> <p>6. Demonstrate high level skills around negotiation, building professional relationships and working under pressure.</p> <p>7. Expert knowledge of analysing and streamlining business processes.</p> <p>8. Demonstrate ability to evaluate situations, provide high level overviews as well as detailed analyses.</p> <p>9. Ability to produce robust reports for senior officers, elected members and Cabinet.</p> <p>10. Detailed knowledge of spatial planning in relation to this work area and DfE statutory requirements and guidance.</p> <p>11. Proven project management experience.</p> <p>12. Knowledge and understanding of the main issues affecting the service area and statutory responsibilities covered by the Group.</p> <p>13. Knowledge of the principles and practice of: effective people management; excellent customer service.</p> <p>14. Demonstrate ability to work autonomously and as part of a team undertaking both leading and supporting roles.</p> <p>15. Demonstrate ability to carry out public consultations, and present to a range of groups.</p>	<p>20. Ensures the Council's policies for fairness and respect are delivered including setting high personal standards</p> <p>21. Takes an active role in managing risk, health and safety and safeguarding issues.</p>
<p><i>Experience</i></p> <p>22. Minimum five years in a management and/or co-ordinating role in education, or related area.</p>	

Role Dimensions

- 23. Responsible for delivering the LA's statutory requirements in terms of strategic school place planning in specific areas leading on identified place planning projects
- 24. Ensure that basic needs funding and capital project funding is allocated in accordance with evidenced need and the strategic priorities identified by members
- 25. No direct reports but guidance of Place Planning Practitioners will be required.

Please attach a structure chart

Date