

Title Place Planning Practitioner	Department CFCS Education Learning and Skills, Access and Partnership, Strategic Place Planning	Post Ref.
Job Purpose <ul style="list-style-type: none"> To be responsible for recording school capacities, amalgamations, school expansions, the opening of new schools and for supporting Fair Access admissions processes by maintaining and analysing accurate data and information, following statutory processes as necessary. To ensure that the data prepared and provided to senior officers is accurate and current thus ensuring that the annual DfE School Capacity Return (SCAP) and requests for Basic Need are underpinned by accurate school capacity information through the effective monitoring and analysis of school surveys and other data including the commissioning or re-measuring of school premises. To contribute to the analysis of the demand on school places from proposed housing developments and supporting the Section 106 senior professional practitioner to ensure that NCC discharges its statutory responsibility to provide a sufficiency of school places. 		
Key Responsibilities <ol style="list-style-type: none"> To ensure that all data relating to school capacities, amalgamations, collaborations and federations, school extensions and new schools are maintained and reported accurately to officers to ensure that statutory reporting is completed accurately and according to timelines, using expert knowledge of current regulations. To model and analyse a range of alternative room configurations which could include the addition of classrooms and/or change of room usage to maximise the use of existing space thus ensuring that Basic Need funding is targeted where it is most needed. To scrutinise and evaluate the information about the use of rooms in schools to ensure that the information provided is accurate and up-to-date in order to inform appeals documentation and other decision making, some of which has significant financial implications. 	Key Accountabilities <ol style="list-style-type: none"> To maintain accurate data and information relating to school capacities, room configuration, school organisational structures and Fair Access. To be accountable for the accuracy of work undertaken and information provided in relation to school capacities, section 106 applications and Fair Access. This includes interpreting and analysing school and pupil data to allow officers to effectively support and challenge schools with respect to school capacity and Fair Access. To maintain accurate specialist information in relation to school capacity, school organisation and Fair Access. To develop and maintain expert knowledge of regulations and legislation related to changes to school organisation, admissions and Fair Access. To develop and maintain in-depth specialist knowledge of the legislation and regulations governing admissions and 	

<ol style="list-style-type: none"> 4. To manage the processes associated with statutory and non-statutory consultations relating to changes in school organisation and governance, including significant changes to size and capacity resulting from the provision of additional pupil places, ensuring that the County Council does not become subject to financial and legal challenge, or suffer significant delays in capital projects due to the due process not being followed. 5. To collate and analyse data, contributing to the preparation of appeals documentation particularly in relation to school capacities. 6. To supply chronologies, and other information from Capita to ensure that officers access the most accurate collated information when writing reports, including statutory reports, answering enquiries and/or making decisions – applying specialist knowledge to identify potential risks and take the initiative to alert senior officers of those risks. 7. To liaise, monitor and follow up with schools their data returns to support the completion of NCC's annual school capacity (SCAP) return to the DfE which informs basic need allocations, thus ensuring that the county council meets its statutory obligation to provide a sufficiency of school places. 8. To actively maintain an in-depth, up-to-date expert working knowledge and expertise in the statutory regulations in relation to school capacities, site requirements for extensions, governance arrangements of new schools, amalgamations, school extensions and building new schools to ensure that team managers and the group manager are appropriately supported to plan effectively for school sufficiency which underpins the long-term strategy to plan for sufficient school places. 9. To contribute to the expert analysis of the impact of proposed housing developments on school capacity to ensure that NCC makes the appropriate requests for Section 106/Community Infrastructure Levy (CIL) funding through district councils. 	<p>place planning particularly in relation to school capacity, section 106 and Fair Access.</p> <ol style="list-style-type: none"> 6. To produce accurate data in relation to school capacities to support officers and other departments to complete the annual school capacity returns. To produce accurate data in relation to section 106 and pupil level data in relation to Fair Access. 7. To ensure that data and information, feedback from consultations and other field knowledge is provided to officers to ensure that relevant committee reports and recommendations are sufficiently detailed, accurate and clear to allow elected members to make decisions on a sound, legal basis. 1. To ensure that records, committee reports and other relevant professional documents relating to school capacity, section 106/CIL and fair Access applications are sufficiently clear and detailed to allow the money to be claimed in the future when housing triggers have been reached.
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<p>10.To liaise with other NCC officers and departments including spatial planning to monitor planning applications to support the securing of appropriate external funding for school capacity.</p> <p>11.To work independently and as part of a small flexible team in liaison with other officers in handling enquiries, particularly from schools in relation to school capacity, school organisation and Fair Access maintaining due confidentiality.</p>	
<p>The post holder will perform any duty or task that is appropriate for the role described</p>	

Person Specification**Education and Knowledge**

1. GCSE or equivalent in English and mathematics.
2. Strong literacy, communication and numeracy skills.
3. Management or business qualification to NVQ Level 3 or equivalent.
4. Expertise in the use of Microsoft Office packages to an advanced level (Excel, Word, Access etc.).
5. Knowledge and understanding of relevant legislation and guidance related to school sites and the planning of extensions and building of schools. (Desirable)

Experience

1. Experience of working successfully within a regulatory environment to interpret and apply legislation to practical issues.
2. Experience of successfully collating, analysing and producing written composite reports to inform officer decisions.
3. Experience of managing conflicting demands on time and other resources.
4. Experience of responding to customer/client contact which is often of a challenging or difficult nature.

Personal skills and general competencies

1. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff
2. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers.
3. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available
4. Ability to meet agreed objectives and delivery targets by the effective use of resources.

Role Dimensions

5. To maintain accurate information, knowledge and expertise in relation to school capacities, amalgamations, school expansion, the building of new schools, and any other place planning related duty required to inform officers and support Member decision making in relation to discharging the county council's responsibility for admissions and place planning
6. No financial role
7. No directly reporting staff

Please attach a structure chart

Date 10.03.2019

Tier 7 – Experienced / Professional Staff