

<b>Title</b>	<b>Department</b>	<b>Post Ref.</b>
<b>Early Years Project Officer</b>	<b>Children, Families Cultural Services</b>	
<b>Job Purpose</b> Reporting directly to the Strategic Early Years Manager, the post holder will work as part of a team to implement a range of projects as part of a wider programme to support Early Years initiatives and fulfil statutory duties placed on Nottinghamshire County Council.  To lead on the assessment and establishment of Early Years provision across the PVI sector, including schools; supporting Nottinghamshire County Council to fulfil its statutory duties for early years provision and childcare sufficiency.		
<b>Key Responsibilities</b>  1. To lead the development, review and implementation of the NCC Strategic Early Years Improvement Plan which is approved and scrutinised by elected members.  2. To provide appropriate, relevant and timely advice, guidance and information to the Private, Voluntary and Independent (PVI) sector through a range of communication routes including the Nottinghamshire Early Years portal and provider networks. This includes safeguarding guidance.  3. To prepare, publish and disseminate Nottinghamshire’s Childcare Sufficiency Assessment to gain a better understanding of local needs, challenges and priorities.  4. To lead on increasing the establishment of new childcare provision and create additional new childcare places where required; this will include commissioning activity and capital projects as appropriate within a range of settings including schools and through childminders.  5. To fulfil the statutory duty to improve the take up of free early year’s provision for 2, 3 and 4 year olds and achieve targets set.  6. To evaluate initiatives and activities that aim to fulfil statutory duties placed on the Local Authority in relation to early years.		<b>Key Accountabilities</b>  1. To act as an exemplar for the Council’s vision and values at all times  2. Ensure adherence to appropriate governance in line with the policies of Nottinghamshire County Council.  3. Ensure compliance with national statutory policy and regulatory standards in the services that are delivered and commissioned.  4. Activity is provided efficiently and effectively and meets statutory requirements.  5. Achievement of targets and timescales within agreed resources.  6. Commissioning and procurement of capital programmes in the allocated budget.  7. To provide appropriate, relevant and timely advice, guidance and information to senior officers.  8. Effective management and deployment of identified resources.  9. Accountable to the Early Years Strategic Manager within the Early Childhood Service.

<ul style="list-style-type: none"> <li>7. To hold and manage the budget for early years capital and revenue costs associated with the early years duties placed on Nottinghamshire County Council worth approx. £20,000,000.</li> <li>8. To manage, monitor and regularly report on the agreed delegated budget responsibility through both formal reports and the BMS system, working closely with school finance colleagues.</li> <li>9. To lead on the review, refresh and adherence to the Nottinghamshire Provider Agreement, ensuring that all Early Years providers across Nottinghamshire follow guidance, financial regulations, audits and provision of data to inform service planning.</li> <li>10. To work with the Families Information Service (and internal commissioners) to support the statutory duty to ensure parents and carers have access to information regarding early years.</li> <li>11. To lead processes to ensure that children with Special Educational Needs or Disability (SEND) are successfully supported within PVI settings through the effective delivery DCATCH process.</li> <li>12. To work with communications and marketing colleagues to lead effective targeted media and communication campaigns to increase in the take up of childcare places.</li> </ul>	<ul style="list-style-type: none"> <li>10. To report to Nottinghamshire's Early Years Attainment and Early Years Consultation Groups; with participation at steering and task and finish groups as required.</li> <li>11. Ensure adherence to appropriate governance in line with the policies of Nottinghamshire County Council, including compliance with OFSTED requirements. Including meeting statutory and regulatory standards.</li> <li>12. Take decisive action and reporting issues where unforeseen circumstances or serious incidents occur that impact on early years services.</li> <li>13. To ensure all recommendations stemming from Audit reviews are fully implemented.</li> </ul>
<p><b>The post holder will perform any duty or task that is appropriate for the role described</b></p>	

## ***Person Specification***

### ***Education and Knowledge***

1. Evidence of continuous professional development.
2. Specific in-depth knowledge of the national Early Years agenda, legislation and policies in relation to early years, early education, childcare and children centres; including horizon scanning of potential challenges opportunities.
3. Project management qualification or knowledge of the principles of project management.
4. Knowledge of Ofsted Frameworks.
5. Knowledgeable of local and national safeguarding and early help policies and procedures.
6. Current knowledge of the evidence base to tackle a range of inequalities experienced by children under the age of five. Including in depth knowledge of which groups are most at risk of poor outcomes and effective interventions to reduce inequalities.
7. Knowledge of local services and interventions for children and their families across Nottinghamshire.

### ***Experience***

29. Evidence of substantial project management experience; providing examples of where projects have been successfully completed and all aims and objectives have been achieved.
30. Experience of working in partnership with the PVI sector and/or external partners.
31. Experience of analysing and interpreting data
32. Previous experience of using data and reporting systems.
33. Experience of preparing communication briefings, newsletters and events.

### ***Personal skills and general competencies***

8. Sets an excellent example of customer care for other staff.
9. Effectively sets direction for a team providing motivation for all to deliver high performance.
10. Anticipates customer needs to provide excellent service continually striving to improve efficiency and effectiveness
11. Sets challenging targets for performance for the team as well as delivering a high degree of personal effectiveness
12. Ensures the Council's policies for fairness and respect are delivered including setting high personal standards
13. Takes an active role in managing risk, health and safety and safeguarding issues.
14. Excellent project management skills.
15. Ability to communicate at a high standard (verbal and written).
16. Ability to analyse and interpret monitoring and other performance information.
17. Ability to identify issues that could impact on service delivery and develop a number of options to mitigate these issues
18. Ability to prioritise and meet demanding deadlines, ensuring that projects are delivered within timescales.
19. Ability to identify and escalate issues that could impact on successful implementation of early years activity.
20. Evidence of ability to encourage and achieve change through the use of effective influencing and facilitation skills.

<p>34. Experience of developing and implementing marketing campaigns for the public.</p> <p>35. Substantial experience of effective partnership working with arrange of PVI settings including schools, voluntary sector,</p> <p>36. Track record of success in the management of significant change and innovation with demonstrable results.</p> <p>37. Experience of managing risks associated within project development and delivery.</p> <p>38. Experience of inspection processes, self-assessment reports and effective delivery of improvement plans.</p> <p>39. Experience of investigating and resolving complaints.</p>	<p>21. Able to ensure that resources are deployed as efficiently and effectively as possible, in line with customers' needs, changing priorities, national changes and performance levels.</p> <p>22. Ability to understand, evaluate and communicate complex policies and information to a variety of audiences.</p> <p>23. Highly organised with logical approach to problem solving, able to achieve sustainable solutions</p> <p>24. Ability to maintain accurate records for financial control and audit requirements.</p> <p>25. Ability to work as part of a team.</p> <p>26. Ability to investigate and resolve complaints.</p> <p>27. Ability to maintain accurate records.</p> <p>28. Ability to work flexibly.</p>
<p><b><i>Role Dimensions</i></b></p> <p>40. To fulfil the statutory duties placed on Nottinghamshire County Council to ensure childcare sufficiency and high quality early years provision. The work impacts on all families with children under the age of 5 living in Nottinghamshire.</p> <p>41. To hold and manage the budget for early years capital and revenue costs associated with the early years duties placed on Nottinghamshire County Council. The budget is in the region of £20,000,000.</p> <p>42. No staff management responsibilities.</p> <p style="text-align: right;"><i>Please attach a structure chart</i></p>	

Date

## Early Childhood Services Team Structure

