

Role Profile

Part A - Grade & Structure Information

Job Family Code	9BF	Role Title	Early Years & Childcare Sector Development Officer
Grade	PS9	Reports to (role title)	Early Years & Childcare Sector Development Senior Officer
JE Band	314-370	Directorate / School	Children, Families, and Learning
Date Role Profile was created	Aug-26	Service / Department	Early Years and Childcare
<u>Agile</u>	Community	<u>DBS Requirement</u>	Enhanced with Adults and Children

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	Provide advice, guidance and support to early years and childcare providers, ensuring delivery of service priorities, statutory responsibilities and agreed objectives. Use sector knowledge, local intelligence and data to support high-quality practice, identify development needs and contribute to service improvement. Develop and maintain effective relationships with providers, schools, partners and stakeholders across the early years and childcare sector to promote engagement, collaboration and positive outcomes for children and families. Work flexibly across a range of programmes and initiatives, responding to changing needs and supporting providers to access information, resources, training and development opportunities that strengthen workforce knowledge, skills and practice. Take responsibility for the quality and effectiveness of allocated areas of work, ensuring activity is delivered in line with statutory requirements, service standards and operational procedures. Monitor progress, identify emerging issues and contribute to quality assurance, performance monitoring and continuous improvement activities. Plan, deliver and evaluate training, workshops, briefings and learning events to support providers and partners in meeting statutory requirements and improving outcomes for children and families. Support childcare sufficiency, business sustainability, market development and service improvement through direct engagement with providers, partners and service users. Deliver childcare development activities, projects and initiatives within agreed legislative, funding and service frameworks, helping to improve access to sustainable, high-quality early education and childcare provision. Provide challenge, support and professional advice to providers to promote continuous improvement and the effective implementation of national and local priorities. Represent the service at provider meetings, events, forums and partnership groups, sharing professional knowledge, facilitating learning and promoting collaborative working. Exercise professional judgement within established policies and procedures to support providers, resolve issues and contribute to the effective delivery and ongoing development of early education and childcare services.
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Work Context	The Early Years and Childcare Sector Development Service works with a wide range of partners to improve outcomes for children and families while ensuring best value from public funding. The service delivers statutory responsibilities including childcare sufficiency, early education funding, quality improvement and market sustainability, working within regulatory and financial frameworks. Through collaboration with schools, providers, the NHS and other council services, the service supports the delivery of high-quality, inclusive early education and childcare provision that is informed by local needs and developed in partnership with providers, partners and families. This post sits within the Early Years and Childcare Sector Development Team and contributes to the delivery of key priorities relating to early education and childcare. The postholder works directly with providers, schools, childminders and partners to support quality improvement, workforce development, provider sustainability, and the effective implementation of national and local initiatives. A significant aspect of the role involves building positive relationships with providers, identifying development needs, and planning and delivering training, workshops, briefings and other learning opportunities that support continuous improvement across the sector. Working across communities and settings, the postholder provides advice, guidance and challenge to support regulatory compliance, promote good practice and improve outcomes for children and families. The role requires close collaboration with colleagues, partners and providers to respond to emerging needs, contribute to childcare sufficiency and support equitable access to high-quality early education and childcare services across the county.
Line management responsibility if applicable	None
Budget responsibility if applicable	None
Representative Accountabilities Typical accountabilities in roles at this level in this job family	Analysis, Reporting & Documentation • Assess or conduct analysis, presenting results and putting forward recommendations on managing more complex situations to support decision making. • Analyse and make recommendations for improvement or development of existing systems, processes or policy. Service Delivery • Maintain, develop and review systems, processes, procedures and working methods to maximise service quality, efficiency and compliance. • Provide specialist/professional advice and recommendations within specific parameters to support informed decision making. Planning & Organising • Plan workloads and secure resources to enable the team/s to achieve a quality service. • Lead projects and reviews within a defined area of work as directed by their manager to support and enhance service delivery. Finance/Resource Management • May assist with budget/resource management in accordance with the organisation's policies and procedures. • May have delegated responsibility for a budget(s). Work with others • Liaise, communicate and build relationships with other internal departments, customers, partner organisations, agencies and/or contractors to support and represent the team/service.

	People Management • May manage a team operating in a well defined specialist area or oversee the delivery of a range of support services to a service or function. • Monitor and support the performance management and development of team members to ensure that individual contributions are maximised. And/Or • Operate as an individual responsible for the delivery of a high level/complex service. Duties for all Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & Welfare: To be responsible for ensuring health & safety policies, procedures and legislation are implemented, communicated and managed including making sure that health and safety responsibilities are fully understood and carried out by employees within their service area. To have regard to and comply with safeguarding policy and procedure as appropriate.
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	• Degree qualified, or significant vocational experience demonstrating development through involvement in a series of progressively more demanding relevant work/roles. • Professional qualification, or able to evidence knowledge and understanding of appropriate business disciplines. • Comprehensive knowledge of computerised business systems in terms of functionality and capability (some roles). • Knowledge of principles, practices, policies and procedures relating to business planning and financial and organisational management. • Proven written and oral communication and interpersonal skills with good negotiation and influencing skills and the ability to work collaboratively with internal and external partners/professionals. • Ability to understand, meet and exceed customer expectations. • Ability to work on own initiative, with solution focused problem solving skills. • Ability to manage a range of projects through to completion. • Previous practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public. • Previous management experience including staff supervision, development and organisational skills (where appropriate).

Details of the specific qualifications and/or experience if required for the role in line with the above description	• Good knowledge of the early years and childcare sector, including childcare sufficiency requirements, early education entitlements, and the range of providers operating across private, voluntary, independent and maintained provision. • Experience of working within the early years, childcare, education or related sector, with an understanding of early education funding, quality assurance processes and relevant statutory and regulatory frameworks. • Experience of supporting the delivery of early years and childcare initiatives, projects or programmes, with the ability to work collaboratively with providers and partners to improve outcomes for children and families. • Experience of building and maintaining positive relationships with providers, schools, childminders, stakeholders and partner agencies, with the ability to provide advice, guidance and challenge to support improvement and effective service delivery. • Experience of planning, delivering and evaluating training, workshops, briefings or learning opportunities for providers, practitioners and partners, with the ability to communicate information clearly and adapt approaches to meet diverse learning needs. • Ability to use data, intelligence and performance information to identify trends, support decision-making, monitor progress and contribute to service improvement activities. • Strong organisational, communication and problem-solving skills, with the ability to manage a varied workload, respond to emerging issues and work effectively both independently and as part of a team. • Ability to engage confidently with a wide range of audiences, promoting participation, sharing best practice and supporting the implementation of national and local priorities across the early years and childcare sector. • Relevant professional qualification in Early Years, Education, Childcare or a related field, or equivalent relevant experience. • Willingness and ability to travel across the county and work flexibly, including outside normal office hours where required
Role Summary	Roles at this level are often professionally qualified roles, specialists, or project officers providing advice and support to their customers, or lead and manage the work of larger teams. They will plan and ensure progress within established procedures and policy, and respond effectively to changing priorities and different situations. They will have a fair degree of autonomy and work closely with customers, staff, partners, third parties agencies and/or contractors and have a primary role ensuring their services achieve the agreed service standards in a cost effective way and in improving quality standards. Forward planning could be for months ahead and the role will contribute to longer-term development. Work requires the consideration of future implications beyond the immediate problems.
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