

Role Profile

Part A - Grade & Structure Information

Job Family Code	10BF	Role Title	Senior Early Years & Childcare Sector Development Officer
Grade	PS10	Reports to (role title)	Early Years & Childcare Sector Development Manager
JE Band	371-438	Directorate / School	Children, Families & Lifelong 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 operational leadership and day-to-day management within the Early Years and Childcare Sector Development Service, ensuring delivery against agreed objectives, service priorities and statutory responsibilities. Support and supervise officers within the team, using sector knowledge, intelligence and data to inform practice, promote high standards and contribute to service improvement. Develop and maintain effective relationships with providers, partners and stakeholders across the council and wider sector to support continuous improvement and positive outcomes. Coordinate resources effectively to respond to changing demands, while fostering a positive team culture through coaching, performance management and high-quality supervision to support staff development, performance and retention. Take responsibility for the quality, impact and compliance of allocated areas of work, ensuring activity is delivered in line with statutory frameworks, service standards and agreed performance expectations. Monitor performance, identify risks and contribute to assurance processes and continuous improvement activity. Support market development and co-production with partners, providers and service users to help maintain a sustainable, diverse and responsive childcare sector. Lead and coordinate childcare development initiatives within agreed legislative, procurement and financial frameworks, supporting best value and equitable access to early education and childcare services. Represent the service in partnership meetings, working groups and networks, contributing professional expertise to service planning and collaborative working. Exercise professional judgement and autonomy in decision-making within delegated responsibilities to support the effective delivery and continuous development of early education and childcare services
--	--

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 sufficiency, funding, quality assurance and market sustainability, working within regulatory and financial frameworks. Through collaboration with schools, providers, the NHS and corporate services, it supports consistent, high-quality provision informed by local need and developed in partnership with providers, partners and families. The Senior Early Years and Childcare Sector Development Officer leads and coordinates key areas of service delivery including funded early education, childcare sufficiency, provider sustainability, school-aged childcare, including term-time wraparound and holiday provision. The postholder provides line management, professional guidance and support to officers within the team, ensuring the effective delivery of priorities and service objectives. Working closely with providers, partners and stakeholders, the postholder contributes to continuous improvement, service development and integrated delivery, responding proactively to emerging needs and helping to maximise the effective use of available resources to improve access to high-quality childcare and early education
Line management responsibility if applicable	Directly line manages Early Years and Childcare Sector Development Officers and Support Officers
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 delivery, quality, efficiency and compliance. • Provide specialist/professional advice and recommendations within defined policy/strategy and procedures 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 manager to support and enhance service delivery. Finance/Resource Management • May assist with budget/resource/funding 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 and 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. • Proven problem solving skills, and the ability to exercise high levels of initiative to devise and implement workable solutions. • Proven ability to manage a range of projects through to completion. • Significant practical or professional experience and understanding of business, supporting service teams and/or providing support to the public. • Previous management experience including staff supervision, development and organisational skills.

Details of the specific qualifications and/or experience if required for the role in line with the above description	Thorough knowledge of the early years and childcare sector, including childcare sufficiency requirements, market challenges, and the range of providers operating across private, voluntary, independent and maintained provision. Strong experience of working within statutory early years and childcare services, with a sound understanding of early education funding, childcare sufficiency, quality assurance processes, and relevant regulatory frameworks. • Significant experience of leading and delivering early years and childcare initiatives within complex operational environments, demonstrating a track record of improving services, supporting providers, and achieving positive outcomes for children and families. • Proven ability to supervise and manage staff, including performance management, coaching, workforce development and the effective allocation of resources to meet service priorities. • Experience of developing productive relationships with stakeholders, providers and partner agencies, with the ability to influence practice, contribute to service improvement, and use data and performance information to support decision-making and monitor outcomes. • Strong analytical, organisational and problem-solving skills, with experience of identifying risks, managing competing priorities and contributing to continuous improvement within a statutory service environment. • Relevant professional qualification in Early Years, Education, Childcare, Leadership, Management or equivalent 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 lead and manage the work of larger teams, or a grouping of two or more teams with a common theme. Alternatively they may be professional roles undertaking research and providing complex advice and/or managing specialist projects. They will plan and ensure progress within established procedures and policy, and respond effectively to changing priorities and different situations. They will 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 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 and may involve the creation of new approaches and procedures to solve the problem.
Reference Number	BM-2026-300

Copyright © 2019 Surrey County Council