

Role Profile

Part A - Grade & Structure Information

Job Family Code	11BF	Role Title	Early Years & Childcare Sector Development Team Manager
Grade	PS11	Reports to (role title)	Early Years & Childcare Senior Manager
JE Band	439-518	Directorate / School	Children, Families & Lifelong Learning
Date Role Profile was created	Aug-26	Service / Department	Early Years and Childcare Service
<u>Agile</u>	Community	<u>DBS Requirement</u>	Enhanced with 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 leadership and management of the Early Years and Childcare Sector Development Service, ensuring delivery against annual objectives and statutory priorities. Lead a team of Senior officers/Officers; and using sector knowledge, intelligence and data to set direction, drive high standards and inform service development. Build and maintain effective relationships with senior stakeholders across the council and partner organisations to influence practice and support continuous improvement. Deploy resources flexibly to respond to changing demands, while fostering a high-performance culture through coaching, performance management and high-quality supervision to support staff development, performance and retention. Maintain accountability for the quality, impact, and compliance of all team activity, ensuring adherence to statutory frameworks and providing assurance on performance, risk, and outcomes. Drive market development and co-production with partners, providers, and service users to ensure a sustainable, diverse, and responsive childcare sector. Oversee childcare development in line with legislative, procurement, and financial requirements, securing best value and equitable access. Represent the organisation in senior partnerships, contributing to strategic planning and system-wide collaboration, and exercise professional autonomy in decision-making to ensure the integrity and effectiveness 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 ensures consistent, high-quality provision, informed by local need and co-produced with providers, partners and families. The Early Years and Childcare Sector Development Team Manager leads on key priorities including funded early education, childcare sufficiency, school-aged childcare including term-time wraparound and holiday care, with a commitment to families to provide equitable access to high-quality childcare and early education. Working with senior stakeholders and partners, the postholder drives accountability, continuous improvement and integrated delivery, responding innovatively to rising demand while maximising available resources.
Line management responsibility if applicable	Directly line manages Early Years and Childcare Sector Development Senior Officers
Budget responsibility if applicable	Supports the Senior Manager with a budget of up to £230 million
Representative Accountabilities Typical accountabilities in roles at this level in this job family	Analysis, Reporting & Documentation - Advise on the analysis and interpretation of data, identify trends and test solutions, present results and put forward recommendations to support the resolution of issues and support decision making. Service Delivery - Review the operations of the teams to identify improvements in systems, processes, procedures and working methods, and propose changes to secure greater efficiency and compliance. - Apply specialist/professional expertise and use judgement to make decisions where solutions are not obvious, to deliver services that meet customer requirements and service standards. - Ensure professional and quality service standards are maintained and applied within their area of activity. Planning & Organising - Lead or contribute to the operation of an efficient and effective service ensuring the work of the team supports service plans and that necessary resources are secured. - Lead major projects and reviews within a defined area of work to support and enhance service delivery. Finance/Resource Management - May monitor, analyse and manage delegated budgets, funding and resources in accordance with organisation's policies and procedures. Work with others - Liaise internally and externally to ensure the department/service issues are appropriately represented and acted upon. - Work with managers, service representatives and partners to identify and apply cost effective means of delivering improvements to business processes and strategies.

	People Management • Directly or matrix manage a diverse group of staff to ensure the successful delivery of a service. • Monitor and support the performance management and development of team members using a coaching approach, to support individual development and ensure that individual contributions are maximised. 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 or equivalent, or significant vocational experience showing development in a series of progressively more demanding relevant work/roles. • Professional qualification or evidence of high level understanding of relevant business disciplines. • Extensive and comprehensive knowledge of computerised business systems, able to promote the use of IT systems within the service (some roles). • Extensive knowledge of principles, practices, and procedures relating to business planning and financial and organisational management. • Proven written and oral communication and interpersonal skills with established 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 with the capacity to devise and implement innovative solutions. • Proven ability to manage a wide range of complex projects or programmes. • Significant work experience at management level in one or more relevant specialist areas. • Demonstrable experience in successful recruiting, managing, coaching and developing of staff.
Details of the specific qualifications and/or experience if required for the role in line with the above description	Extensive knowledge of the early years and childcare sector, including market dynamics, sufficiency duties, and the full range of providers across private, voluntary, independent and maintained provision. • Significant expertise in market development, contract and performance management, and statutory frameworks, including early education funding, childcare sufficiency, and regulatory compliance. • Substantial experience of leading early years and childcare services within complex, politically sensitive and financially constrained environments, with a strong track record of delivering improved outcomes and service transformation. • Proven ability to provide strategic leadership to multidisciplinary teams, including workforce planning, performance management, and leading large-scale organisational change. • Strong experience of system leadership, influencing senior stakeholders and partners (including government and regulatory bodies), alongside advanced analytical and financial capability to inform decision-making, manage risk and drive continuous improvement. • Willingness and ability to travel across the county and work flexibly, including outside normal office hours where required.
Role Summary	Roles at this level typically have significant management responsibility either for a large team or coordinating sub functions within a service, and/or will provide professional, specialist or high level technical advice, direction and input across a wide range of activities. They require a conceptual understanding of a technical, professional or specialised field, and job holders require the knowledge and experience to handle and resolve complex issues, anticipate problems and recommend solutions. There will be a requirement to plan and organise own and/or team activity over a significant time scale and coordinate work with associated functions. They will typically be required to influence/motivate others both inside and outside immediate reporting lines, including external stakeholders, and have a primary role in setting service levels. They ensure that their services achieve the agreed financial and service standards, and will have professional autonomy and discretion within operational policies and practice guidance.
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