

Role Profile

Part A - Grade & Structure Information

Job Family Code	11BF	Role Title	Education Place Planning Manager
Grade	PS11	Reports to (role title)	Service Manager Place Planning
		Directorate	Children's, Families and Lifelong Learning
JE Band	439-518	Service	Education
		Team	Place Planning
		Date Role Profile was created	Feb-19

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	To plan, commission and organise the provision of maintained nursery, school, sixth form, FE and other educational places across the County now and in the future. The post holder will collect and analyse population, school and other statistical data relating to educational provision including SEND and make recommendations on the organisation of schools and other settings with Surrey. To work closely with the commissioning support unit and procurement colleagues to increase value for money in service provision. The Commissioning Officer will be the focus of relationships with education providers and will work with other senior managers on developing and shaping service provision within their area. Ensure that they are working in partnership with the relevant statutory voluntary and third sector organisations, other professionals, members and the community in order to provide positive solutions.
Work Context	The postholder will lead on commissioning and organising educational places within Surrey schools, sixth form and FE colleges. The current context is one of rising need to provide additional SEND provision and the secondary age stages of the population increase. They will be working closely with the commissioning division, educational effectiveness team, Members, and leaders in education in order to develop and implement effective sustainable plans in a timely manner.
Line management responsibility if applicable	Management of up to four Commissioning Officers/Assistants.
Budget responsibility if applicable	Significant contributory impact over a budget of up to £240M.

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 maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others. To have regard to and comply with safeguarding policy and procedure as appropriate.
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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	Undergraduate degree or equivalent, ideally with a relevant commissioning qualification Or equivalent significant experience. Knowledge of curretn legislation regarding school organisation, SEND and knowledge of education legislation generally. Experience of commissioning school places, SEND and/or Health within a wider partnership environment with experience working within the context of public service delivery in the statutory or voluntary sector.
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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