

Role Profile

Part A - Grade & Structure Information

Job Family Code	8PCS	Role Title	Early Years Advisor
Grade	PS8	Reports to (role title)	Senior Early Years Advisor
		Directorate	Education, Lifelong Learning and Culture
JE Band	269-313	Service	Educational Effectiveness
		Team	Early Years Educational Effectiveness
		Date Role Profile was created	21/02/2019

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 a frontline support service to ensure settings and families are supported to achieve the best outcomes. This will be achieved through working in the Early Help Hub and supporting early years settings around early help and support for children and families. Provide advice and support on child development and working with families and work with colleagues in the Early Help Hub to ensure children who require support from SEND or CAMHS are properly signposted to the right support and level of need.
Work Context	The Families Service is a new service bringing together the Troubled Families offer, the Youth Support and Youth Work Service and Children's Centres to create a 0-19 (up to 25 with additional needs) Early Help and targeted support service for vulnerable families, children and young people in Surrey. The post holder will establish a network of contacts, liaising and working in partnership with them to meet the legislative requirements. This will require the post holder to develop positive and supportive working relationships with a range of other individuals and organisations as appropriate to their role. The Supporting Children team is a new team that will work with Children, Families and settings to ensure vulnerable children 0-5 receive the support they need.
Line management responsibility if applicable	N/A
Budget responsibility if applicable	N/A
Representative Accountabilities Typical accountabilities in roles at this level in this job family	Risk Management - Identify opportunities and risks associated with the service and escalate / report to management. - Assess and manage risk associated with assigned cases/service delivery. Service Development - Contribute to the regular monitoring and review of services established to facilitate service improvement. - Provide specialist/professional advice and recommendations within defined policy and procedures to support informed decision making. Planning & Organising - Undertake care planning and manage complex cases and / or take a lead on development and project work, assisting in development and improvement of services and practice in own area. Finance/Resource Management - Make recommendations for the provision of services in line with the budget determined according to assessment of needs, and advises less experienced staff on budget and costs of services. Work with others - Liaise, communicate and build relationships with other internal departments, partner organisations, agencies and/or

	contractors on operational issues to share knowledge or best practice and deliver service in partnership. • Work in partnership with service users, their families/carers. People Management • Allocate work and monitor the standard of team performance and ensure resolution of any issues, and / or may take on a coordinating and supervisory role with more junior staff as directed by their manager. 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.
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	• Advanced vocational qualification at level 4 or considerable on the job experience. • For some roles a relevant degree may be required. • Practical knowledge of relevant legislation, processes and procedures and issues relating to the service user group with ability to apply this in challenging situations. Working knowledge of practice standards where appropriate. • Able to assess, plan and review cases; undertake challenging casework, where appropriate shadowing more experienced social workers/practitioners. • Numerate and able to advise on effective use of budgets and resources. • Competent in a range of IT tools including MS Office and database management systems. • Effective written and oral communication and interpersonal skills with good negotiation and influencing skills, and the ability to maintain effective working relationships at all levels. • Creative problem solving skills and the ability to identify service improvement initiatives. • Able to promote effective team working, and use supervision to improve personal performance and practice of junior staff. • Satisfactory DBS clearance might be required.
Details of the specific qualifications and/or experience if required for the role in line with the above description	Experience of front line delivery to early years and education providers, children and families Experience and expertise in at least one area (i.e. training, OFSTED, practice, FEET, homebased childcare) Ability to be able to work across the Commissioning & Prevention directorate Deliver services in a creative, innovative way with other professionals Flexible approach to work and willingness to work differently Motivational interviewing skills
Role Summary	Roles at this level manage and organise effective provision of services through specific projects, specialist advice, guidance and assessment, or day-to-day coordination of front line delivery of a specific service. They require the ability to influence and practically apply knowledge on the basis of technical knowhow, facts and evidence. They work collaboratively with a network of internal and external colleagues. Role holders need to be able to work independently whilst working under the supervision of more experienced staff.

