

# Role Profile

## Part A - Grade & Structure Information

<b>Job Family Code</b>	<b>9BF</b>	<b>Role Title</b>	<b>Quality Development Advisor</b>
<b>Grade</b>	PS9	<b>Reports to (role title)</b>	<b>Senior Early Years Advisor</b>
		<b>Directorate</b>	<b>Children, Familie, Learning and Communities</b>
<b>JE Band</b>	314-370	<b>Service</b>	<b>Educational Effectiveness</b>
		<b>Team</b>	<b>Early Years Educational Effectiveness</b>
		<b>Date Role Profile was created</b>	<b>Jan-24</b>

## 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.

<b>Role Purpose</b> including key outputs	<p>To develop, implement and lead on priority areas and specific workstreams (scope to be determined in the role holder's annual work programme and objectives), and to implement best practice and ensure that projects are delivered effectively. Lead areas are childminding, children age 2 and under, quality improvement programme, early years practicee in schools.</p> <p>To drive the implementation and the development and support of high quality inclusive early education, whilst identifying and creating effective working relationships with other parts of the Early Years Services and key partners, to enable joint working and targeted support on integrated, inclusive services.</p> <p>To drive forward the effective implementation of a quality improvement processes, to ensure that mechanisms are in place to allow for robust monitoring and evaluation, to enable the service to support the sector moving forward in a targeted, measurable, and effective way to ensure positive and improved outcomes for children across Surrey.</p> <p>The post holder will provide specific target interventions support the development of high-quality inclusive practice across the Early Years sector. This will include writing and delivery of training packages and support programmes.</p>
<b>Work Context</b>	<p>The role sits within the Early Years Educational Effectiveness Team. The team support the wide early years sector across Surrey to ensure high quality inclusive practice and to ensure that all children aged 0-5 are support to achieve the best possible outcomes with a particular focus on vulnerable and disadvantaged children.</p> <p>The main function of this role is to support providers of early education to develop high quality inclusive practice for their specific lead area. This included wrting and delivery of training.</p> <p>The postholder will provide practical support, guidance and consultancy advice to all early years providers to improve outcomes for children and enhance their offer to children and families.</p> <p>The post holder will report directly to the Senior Early Years Advisor for their assigned area but will also engage in joint meetings and professional conversations with the Early Year Senior Quality and Education Manager. You will be expected to provide report and analyse date for specific workstreams and projects.</p> <p>The post holder will be required to develop positive and supportive working relationships with a range of individuals and organisations. The Quality Development Advisor will contribute to the development and delivery of training across the sector to support and develop the knowledge, skills and understanding of the early years workforce in Surrey.</p> <p>Each Quality Development Advisor will work closely with the Early Years Advisors in a geographical area to ensure there is a collaborative and integrated approach to training. The Early Years Quality and Education Manager will identify training, projects and lead areas of development and work alongside the postholder to establish partnerships with external agencies to enhance the training offer.</p> <p>The Quality Development Advisor will be expected to monitor the effectiveness of training programs, collect feedback from participants and use data to continuously improve training content and delivery, and prepare regular reports to management and stakeholders.</p>
<b>Line management responsibility</b> if applicable	Line management support to the Senior Early Years Avdisors including peer support for Early Years Advisors.
<b>Budget responsibility</b> if applicable	Indirect budget influence of early years funding

<p><b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family</p>	<p>Analysis, Reporting &amp; Documentation</p> <ul style="list-style-type: none"> <li>• Assess or conduct analysis, presenting results and putting forward recommendations on managing more complex situations to support decision making.</li> <li>• Analyse and make recommendations for improvement or development of existing systems, processes or policy.</li> </ul> <p>Service Delivery</p> <ul style="list-style-type: none"> <li>• Maintain, develop and review systems, processes, procedures and working methods to maximise service quality, efficiency and compliance.</li> <li>• Provide specialist/professional advice and recommendations within specific parameters to support informed decision making.</li> </ul> <p>Planning &amp; Organising</p> <ul style="list-style-type: none"> <li>• Plan workloads and secure resources to enable the team/s to achieve a quality service.</li> <li>• Lead projects and reviews within a defined area of work as directed by their manager to support and enhance service delivery.</li> </ul> <p>Finance/Resource Management</p> <ul style="list-style-type: none"> <li>• May assist with budget/resource management in accordance with the organisation's policies and procedures.</li> <li>• May have delegated responsibility for a budget(s).</li> </ul> <p>Work with others</p> <ul style="list-style-type: none"> <li>• Liaise, communicate and build relationships with other internal departments, customers, partner organisations, agencies and/or contractors to support and represent the team/service.</li> </ul> <p>People Management</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Monitor and support the performance management and development of team members to ensure that individual contributions are maximised.</li> </ul> <p>And/Or</p> <ul style="list-style-type: none"> <li>• Operate as an individual responsible for the delivery of a high level/complex service.</li> </ul> <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety &amp; 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.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
<p><b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b></p>	<ul style="list-style-type: none"> <li>• Degree qualified, or significant vocational experience demonstrating development through involvement in a series of progressively more demanding relevant work/roles.</li> <li>• Professional qualification, or able to evidence knowledge and understanding of appropriate business disciplines.</li> <li>• Comprehensive knowledge of computerised business systems in terms of functionality and capability (some roles).</li> <li>• Knowledge of principles, practices, policies and procedures relating to business planning and financial and organisational management.</li> <li>• 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.</li> <li>• Ability to understand, meet and exceed customer expectations.</li> <li>• Ability to work on own initiative, with solution focused problem solving skills.</li> <li>• Ability to manage a range of projects through to completion.</li> <li>• Previous practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public.</li> <li>• Previous management experience including staff supervision, development and organisational skills (where appropriate).</li> </ul>
<p><b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b></p>	<ul style="list-style-type: none"> <li>• Degree qualified or significant vocational experience demonstrating development through involvement in a series of progressively more demanding relevant work/roles.</li> <li>• Working knowledge and understanding of the early years foundation stage.</li> <li>• Knowledge quality improvement systems, guidance and legislative knowledge pertinent to area of specialism.</li> <li>• Significant experience of working in the early years sector.</li> <li>• Proven ability to analyse and evaluate data.</li> <li>• Able to demonstrate understanding of the needs of children/young people in their specialist area with the ability to work with colleagues, partners and other parties to develop and implement plans and actions that ensure improvement.</li> <li>• Willingness and ability to travel around county and work outside normal office hours.</li> <li>• Satisfactory Enhanced DBS clearance is required.</li> </ul>

<b>Role Summary</b>	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.
<b>Reference Number</b>	BM-2024-022