CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

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| **DEPARTMENT: Children’s Services** | **SERVICE GROUP: Intelligence, Sufficiency, Early Education and Childcare Access** |
| **POST TITLE: Assistant Early Education Funding Officer** | **REPORTS TO: Early Education Funding Lead** |
| **GRADE: Band 7** | **SAP POSITION NUMBER :** |

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

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| **Key Purpose of Post:** |
| 1. To provide efficient and pro-active financial administration for Early Education Entitlement Funding for two, three and four year olds in a complex and changing environment. 2. To advise and support Early Education and childcare providers to complete accurate and timely funding claims in compliance with relevant legislation. 3. To be responsible for the collection and reporting of the DfE Early Years Census collections and production of management information reports relating to both financial and early education sector issues. |
| **Main Responsibilities of Post:** |
| 1. The post holder is expected to meet the deadlines for administering funding and liaising with other departments eg. Admissions to ensure children gain maximum benefit from Early Years funding. This requires proactive planning and timetabling of systems administration work across the academic year. 2. Maintaining an up-to-date register of providers eligible to claim early education and childcare funding from a range of payment streams. This includes liaising with Quality and Sufficiency colleagues when funding is to be withdrawn or re-instated following Ofsted inspections. 3. Distribute and explain accurate financial payment instructions. 4. Provision of accurate, clear and helpful advice to providers, parents and colleagues to support accurate and timely funding claims. 5. Planning and delivering training to new Early Education and childcare providers in use of funding systems. 6. Work closely with IT service providers and Council colleagues to ensure providers are able to make maximum benefit of technology to support their claims and streamline internal administration processes. 7. Proactive and clear communications with providers and colleagues, using technology and social media to support cost-effective administration. 8. Undertaking all administration arrangements regarding funding claims eg. making termly adjustments to census claims, checking for duplicates, maintaining accurate banking details. 9. Responding to queries regarding funding claims with prompt and timely information and accurate advice in respect of funding administration and relevant legislation. 10. Ensuring information security for confidential information relating to children and finance. 11. Production of management information reports to support policy development and introduction of new funding initiatives. 12. Collection and uploading of DfE Census collections, including liaison with partners in ICT to ensure changes in the DfE requirements are supported and tight deadlines are met. 13. Support the work of the Early Years Funding Working Group (a sub group of the Schools Forum. 14. To carry out any other duties, and to assist other staff in the performance of their duties, as may be required, which are reasonable in terms of the nature and level of the post.   **Structure:**  Early Education Funding Lead  Early Education Funding Officer  Assistant Early Education Funding Officer  X 2  Early Education & Childcare Quality, Funding and Sufficiency Manager |

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| **Special Knowledge Requirement. Will be used for shortlisting.** | |
|  | **Essential** |
| **Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column**. |  |
| Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet the Advanced threshold level (which will be implemented where the post requires a greater level of sensitive interaction with the public e.g. in children’s centres) – where the person is able to demonstrate that they can during the interview:   1. Can express themselves fluently and spontaneously , almost effortlessly 2. Only the requirement to explain difficult concepts simply hinders a natural smooth flow of language | x |
| Uses knowledge of Health, Safety and Environmental policies, procedures and regulations including risks in own area of work |  |
| Uses a range of complex IT packages relating to area of work | x |
| Ability to adopt a process of continual improvement and suggest ways  of working more efficient and effectively to improve service delivery. | x |
| Knows and understands how to use, interpret, handle and  communicate information. **Strong written and verbal communication skills and a high level of numeracy are required**. | x |
| Carries out a variety of working practices, applies complex regulations,  rules, procedures and processes across a technical/specialist area | x |
| Able to work with and share detailed information in writing, face to face  and over the telephone | x |
| Use sensitivity and discretion when dealing with issues of a confidential nature | x |
| Follow instructions to carry out more complex tasks using appropriate  judgement | x |
| Thinks creatively to help solve multi-faceted problems | x |
| **Relevant experience requirement: Will be used for shortlisting** | |
| The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet either the Lower threshold or Advanced threshold level outlined under Special Knowledge above. | |
| Previous experience of working in a strongly numerate role | |
| **Relevant professional qualifications requirement: Will be used for shortlisting** | |
| GCSE English Grade A-C, or equivalent | |

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| **Core Employee competencies to be used at the interview stage.** | | |
| **Carries Out Performance Management** | | |
| Covers the employee’s capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard. | | |
| **Communicates Effectively** | | |
| Covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships; giving advice and guidance; counselling, negotiating and persuading and handling private, confidential and  sensitive information**.** | | |
| **Carries Out Effective Decision Making** | | |
| Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self-effectiveness and any requirements to quality check work. | | |
| **Undertakes Structured Problem Solving Activity** | | |
| Covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking; developing practical solutions; applying problem solving strategies and managing interpersonal relationships. | | |
| **Operates with Dignity and Respect** | | |
| Covers promoting equality, treating all people fairly and with dignity and respect, maintains  impartiality/fairness with all people, is aware of the barriers people face. | | |
| **Working Conditions:** | | |
| Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions. | | |
| **Special Conditions:** | | |
| You will be informed if there is a requirement for the post to have recruitment checks such as DBS, Warner Process. | | |
| **Compiled by:**  **Date** | **Grade Assessment Date:**  **January 2020** | **Post Grade:**  **Band 7** |