



Job Description

Social Services Department

Post Title	Childcare Business Development Officer		
Post Number	NEW	Grade	6 - £23,945 - £27,323
Base	Blaina ICC	Hours of Work	37 per week
Car User Allowance	Approved Casual	Disclosure	Enhanced
Contact	Hayley Billington 01495 354746	Updated	October 2013

Principal Job Purpose

Responsible to: Early Years and Childcare Manager

Responsible for: The Development of new childcare provision and support existing childcare provision to enable sufficient, quality, affordable childcare across all types of childcare provision in Blaenau Gwent County Borough.

Have specialist knowledge and expertise in Business Support including financial, business planning, policy development, governance structures, roles and responsibilities, and management to provide specialist advice to the childcare sector in Blaenau Gwent.

To contribute to the statutory duty on the local authority to ensure there is sufficient childcare for 0-14 years and up to 18 years for disabled children for parents in work, training or education.

You will be expected to support all childcare provision which includes:

- Sessional Care – Play Groups, Cylch Meithrin
- Full Daycare - Day Nurseries, Playgroup wrap around
- Out of School – Breakfast clubs, Lunch clubs, After school clubs and Holiday clubs
- Crèches
- Childminding
- Sitter Services – other

Principal Accountabilities

Childcare Sufficiency

1. To contribute to the annual and triennial Childcare Sufficiency Assessment.
2. To liaise with the Family Information Service in identifying and monitoring demand for childcare places, and assist with the dissemination of information that is of importance to parents.
3. To undertake childcare demand and provider surveys.
4. To establish new childcare settings as identified in the Childcare Sufficiency Assessment, be that English or Welsh medium childcare, playgroup, out of school childcare, childminder or day nursery with the appropriate management structure.
5. To advise on annual targets for the development of new childcare places.
6. To establish new childcare places according to demand.
7. Update information from the childcare provider on their setting visits and update this to the Family Information Service database.
- 8.

Childcare Development

9. New childcare provision will be developed according to the needs and targets identified in the Childcare Sufficiency Assessment and Childcare Action Plan, including new settings, extending places and development of wrap around childcare services with schools; from initial enquiry through to registration with Care Social Services Inspectorate Wales through to sustainable delivery.
10. In areas where there are low numbers of childminders, develop a marketing and recruitment campaign to attract new childminders in that area.
11. Support potential childminders through the process of becoming a registered childminder, which may include delivering briefing sessions and ongoing business development support.
12. Childcare providers will be encouraged and further developed to offer flexible provision including flexible hours of operation to support shift workers or other identified family needs

Business Support

13. To provide a comprehensive business support package to new and existing childcare providers including: -
 - Registration and inspection with Care Standards Inspectorate Wales (CSSIW)
 - Market Research
 - Recruitment, selection and retention
 - Business planning
 - Legal and Regulatory advice and guidance
 - Financial planning and sustainability
 - Income generation and fundraising
 - Quality Services - good practice advice and guidance
 - Policies and Procedures
14. Existing childcare provision will have their needs assessed to support prioritisation of work plans especially in relation to sustainability
15. Existing childcare provision will be supported to develop feasibility studies, business plans, and grant applications
16. Provide day-to-day advice, guidance and professional support to new and existing childcare providers across the county borough in relation to, finance health checks,

calculating parental fees, sustainability, development of business plans, financial planning inc cash flow and operating budgets, marketing, training, Healthy Early Years, quality, play, participation and other related issues

17. Links will be made between local providers to support effective childcare delivery and use of resources for example, clustering around schools
18. Support management committees with relevant advice and guidance needed for compliance with childcare regulations, including governance structures, staff and setting management and policy
19. Development and delivery of a range of business support activity including seminars, coaching sessions, advice and guidance surgeries.
20. Establish a childcare network, to share good practise and disseminate information to a wider audience.

Grants

21. Review existing grant application processes and develop clear guidance, application forms, assessment and monitoring tools.
22. Maintain updated knowledge of external grants and criteria for applications to support settings in applying for grants.
23. Support existing and new childcare providers to apply for funding for business start-up, sustainability grants both internal and external.
24. Link with the Blaenau Gwent Business Development Unit to maximise start up grants available externally
25. Be responsible for distribution and coordination of resources purchased through set up / sustainability grants including monitoring compliance arrangements

Workforce Development

26. With the Family Information Service assist in the annual collection of staff contact updates, which includes the annual training needs analysis to enable needs based training plans to be developed and implemented within individual settings, which will feed into the EYDCP annual childcare workforce training plan.
27. To Plan, co-ordinate, an annual training programme to meet the identified needs of the non-maintained early years and childcare providers.
28. Produce, publish and distribute the annual training plan.
29. Populate the Tribal database with the training programme, and update it with course bookings along with monitoring attendance and evaluations.
30. New and existing childcare staff will be supported to access statutory qualification training as well as ongoing CPD training.
31. To contribute to the promotion of childcare as a profession and the recruitment of trainees.
32. To identify and undertake professional development training to enhance service delivery in consultation with the Early Years Childcare Manager

Quality

33. Assist other officers within the Early Years and Childcare Team to support childcare providers to develop high quality childcare, play and participation, including accessing and achieving National Minimum Standards, Blaenau Gwent Quality Standards, National Quality Assurance schemes, CSSIW / ESTYN requirements, and any other evidence based accredited tool approved by the EYDCP
34. To support new and existing childcare providers to undertake a self assessment process in meeting quality standards, both CSSIW minimum standards and locally agreed standards.

35. To support childcare providers to undertake externally assessed quality assurance schemes.
36. Assist other officer within the Early Years and Childcare Team to support settings with implementing ITERS/ECERS/SACERS/FCERS and a continuous quality improvement. Carry out baseline assessments, and identify areas for development and write joint action plan to achieve quality standards.
37. To monitor and evaluate the quality of provision.

Disabled children

38. To contribute to the awareness raising of the Additional Needs Referral scheme for children with additional needs.

Welsh Language

39. To promote the use of the Welsh Language in all childcare care settings
40. To develop Welsh language specific childcare provision linked to demand.

General

41. Develop appropriate paperwork to support business development and sustainability of childcare in Blaenau Gwent
42. Keep updated on new developments and initiatives, local and national, relating to the childcare sector, children and young people
43. You will be expected to deliver presentations to a varied audience, which could include Head teachers, Teachers, Governors, Councillors and various partnerships
44. You will be expected to work in the Early Years Childcare Team and the wider Integrated Families Support Team within the Social Services Department.
45. You will be expected to prepare reports to the Childcare Manager and the relevant partnerships upon request and attend meetings to report on achievements.
46. You will be expected to work in partnership with the National Childcare Umbrella Organisations to promote national childcare priorities.
47. You will be expected to reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You will be subject to a Disclosure and Barring Service check.
48. To undertake any other duties and /or times of work as may be reasonably required of you, commensurate with your grade or general level of responsibility within the organisation, at your place of work or based in any other establishment.
49. To observe confidentiality in all aspects of the work and pay particular attention to the Data Protection Act 1998, and to work at all times in an anti-discriminatory manner.
50. To observe and abide by the authority's policies on such matters as health and safety and equal opportunities.
51. You will be expected to work within the Local Authorities flexibly working policy
52. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
53. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.

Person Specification – Non Managerial

1. Qualifications & experience	Assessment Method				
	Essential / Desirable	App. Form	Interview	Other (please specify)	Probationary Period
Qualifications					
<ul style="list-style-type: none"> • Degree or Higher level qualification in Business Administration, Business Management and Leadership or other equivalent related subject • Level 3 or 4 in Early Years, Childcare or Playwork and/ or degree in Early Years Education, Childcare, Play or Community Development 	Essential Desirable	✓			
Experience					
<ul style="list-style-type: none"> • Experience of providing business advice to new starts and established business, preferably in the childcare sector • Experience of working in an early years, childcare, play or community setting as a practioner and/or manager • Experience of setting up and developing childcare services • Experience of working with a wide range of partners and stakeholders • Experience of managing grant application processes and income generation • Experience of community development 	Essential Desirable Essential Essential Essential Desirable	✓ ✓ ✓ ✓ ✓	✓ ✓		
Knowledge/Skills					
<ul style="list-style-type: none"> • Knowledge of private, voluntary and public sector childcare services • Knowledge of legal and regulatory aspects of childcare provision • Knowledge of financial planning including operating budgets and cashflow 	Essential Essential Essential	✓ ✓ ✓	✓ ✓ ✓		

<ul style="list-style-type: none"> • Knowledge of training and qualifications as they relate to childcare provision 	Essential	✓	✓		
<ul style="list-style-type: none"> • Knowledge of business development for starting a new childcare business as well as sustaining an existing childcare business 	Essential	✓	✓		
<ul style="list-style-type: none"> • Working knowledge of what constitutes quality practice within a childcare setting across the age range, including Quality Assurance schemes 	Essential	✓	✓		
<ul style="list-style-type: none"> • Knowledge and understanding of training and workforce development 	Essential	✓	✓		
<ul style="list-style-type: none"> • Skills to communicate effectively both orally and in writing 	Essential	✓	✓		
<ul style="list-style-type: none"> • Ability and confidence to liaise/communicate with general public, professional officers and external organisations, with effective networking abilities 	Essential	✓	✓		
<ul style="list-style-type: none"> • Ability and confidence to deliver low level training 	Desirable				
<ul style="list-style-type: none"> • Skills to develop and design training to deliver to settings 	Desirable				
<ul style="list-style-type: none"> • Skills to work in a systematic and structured manner 	Essential	✓			
<ul style="list-style-type: none"> • Skills to work in an innovative and creative way 	Essential	✓			
<ul style="list-style-type: none"> • Ability to work on own initiative with little supervision 	Essential	✓			
<ul style="list-style-type: none"> • Ability to work within a team context 	Essential	✓			
<ul style="list-style-type: none"> • Aptitude to using ICT – Microsoft office, word, excel, PowerPoint, access and excel to a high standard 	Essential	✓			
<ul style="list-style-type: none"> • A highly self motivated individual 					
<ul style="list-style-type: none"> • Manage own time effectively and ensure that priorities are met 	Essential	✓			
<ul style="list-style-type: none"> • Understanding and knowledge of Blaenau Gwent County Borough Councils strategic 	Desirable				

plans and how the post holders responsibilities in relation to these plans contribute.					
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2. Special Requirements

	Essential	Desirable
<ul style="list-style-type: none"> • Possession of a full, clean driving license and access to a vehicle • The post holder may be expected to attend meetings outside of normal office hours as many childcare committees meet in the evenings due to their own work commitments • The postholder may also be expected to work occasional evenings or weekends for promotional purposes, training workshops, or courses, etc. 	✓ ✓ ✓	

3. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework.

In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

Assessment Method

Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Delivering the service	Plans ahead, organises work in advance				✓
	Involves line manager/colleagues in setting and meeting targets				✓
	Reorganises work when necessary				✓
	Sees tasks through to completion whenever possible				✓
	Seeks help if workload becomes unmanageable				✓
	Uses initiative to report issues that arise that impact on others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Improvement & Change	Is prepared to try new things & feed back results				✓
	Understands that changes are needed if things are to be improved				✓
	Finds new and creative ways of doing things better				✓
	Actively seeks to develop own skills and knowledge				✓
	Learns from mistakes & welcomes constructive feedback				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Providing Excellent Customer Service	Recognises the importance of high standards of customer service				✓
	Is committed to providing an excellent service to all the citizens of Blaenau Gwent				✓
	Understands the links between own professionalism and the possible impact on the Authority's image				✓
	Has a professional attitude that sets an example to colleagues				✓
	Takes pride in own work and that of colleagues				✓
	Is respectful, courteous and helpful at all times				✓

Topic	Competencies	Assessment Method			
		App.	Interview	Other e.g.	Probationary

		Form		presentation, discussion group, simulation, etc (please specify)	Period/ Performance Coaching
Team Working	Reacts constructively to others' suggestions and requests				✓
	Recognises potential value of others' opinions and actively seeks their contributions				✓
	Asks for help when necessary				✓
	Actively seeks to help others				✓
	Is aware of the impact of own behaviour on others				✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Communicating	Adapts content and style to help others understand				✓
	Makes sure that people are regularly informed				✓
	Uses appropriate language, gestures and tone when talking with others				✓
	Checks others have understood & seeks advice when necessary				✓
	Actively seeks to improve all forms of communication with others				✓
	Communicates professionally by using formal channels appropriate to the situation				✓