

Job Description

Cyngor Bwrdeisdref Sirol

Blaenau Gwent

County Borough Council



Social Services Directorate

Post Title **Early Years & Childcare Manager**

Post Number **BG01349**

Grade **9**

Base **Blaina Integrated Children's Centre**

Hours of Work **37**

Disclosure **Enhanced**

Contact **Ceri Bird Integrated Services Manager for Children and Families (Tel. 01495 355327)**

Updated **April 2015**

Principal Job Purpose

Responsible to: Integrated Services Manager for Children and Families

Responsible for:

- The strategic management, planning, financial management, delivery of the associated strategic plans and operational delivery of services for the Early Years, Childcare and Play Team including Family Information Service.
- The coordination and management of Blaenau Gwent Early Years Development, Childcare and Play Partnership to include extensive inter-agency and inter-departmental liaison, negotiation, planning, coordination and delivery effectively in co-operation with a wide range of internal and external partners including both statutory and non statutory organisations and groups.
- To be responsible for the duty on the Local Authority under the Childcare Act 2006.
- To be responsible for the duty on the Local Authority for Play Sufficiency under the Children and Families (Wales) Measure 2010
- To ensure the delivery of generic, quality Early Years, Childcare and Play services within the Authority.

Principal Accountabilities

1. The strategic management, planning, financial management, delivery of the associated strategic plans and operational delivery of services for the Early Years, Childcare and Play Team including Family Information Service.
2. To be responsible for and take the lead in ensuring the Authority complies with The Childcare Act 2006 (Local Authority Assessment) (Wales) Regulations 2013, and the vital role the Local Authority plays as strategic leader in the provision of local quality sustainable childcare.
3. To be responsible for the Play Sufficiency Duty on the Local Authority under the Children and Families (Wales) Measure 2010 and the duty on the Local Authority to assess and secure sufficient play opportunities for children in their area.
4. To coordinate and manage Blaenau Gwent Early Years Development, Childcare and Play Partnership, working effectively and maintaining strong links with the private, voluntary, independent, community and maintained sector in order to shape and secure children's services and focuses.
5. To be responsible for the development and coordination of the tri-annual Blaenau Gwent Childcare Sufficiency Assessment, the Annual Refresh, and the monitoring, delivery and evaluation of the Childcare Sufficiency Assessment 3 year Action Plan 2014-17 ensuring;-
 - * Sufficient, sustainable and affordable childcare,
 - * Information, advice and assistance to parents and carers.
6. To be responsible for the development and the coordination of the tri-annual Blaenau Gwent Play Sufficiency Assessment commencing 2016-2019, to include the annual update, monitoring, delivery and evaluation of the current Play Sufficiency Assessment Action Plan 2016-2019.
7. To ensure the further development and continuous improvement and quality enhancement of early years, childcare and play services and opportunities in Blaenau Gwent in order to enhance on existing methods ensuring all children have access to high quality early years experiences in Blaenau Gwent.
8. To have overall responsibility for the effective management of the budgets allocated to Early Years, Childcare and Play services.
9. To be responsible for data collection and the monitoring and delivery of the projects sitting under the Early Years, Childcare and Play Team.
10. To be responsible for the service area, and relevant data within the service area, in order to effectively manage and challenge current and future performance effectively and efficiently in liaison with the Business Services Manager.
11. To take a strategic approach to planning, aligning plans and priorities of the service with the wider strategic vision taking into account various strategic planning documents.

- 12.** To lead, monitor and manage the vision and operational delivery for Blaenau Gwent Family Information Service as directed within the Welsh Government's 'Delivering Quality Information to Families Together'.
- 13.** To create a culture of continuous improvement for the staff employed or commissioned within The Early Years, Childcare and Play team which includes annual team plans and target setting, individual action plans, monthly supervisions and annual performance coaching and training needs analysis.
- 14.** To lead, deliver, monitor and evaluate the delivery of the Out of School Childcare Grant and Securing Extra Play opportunities grant from Welsh Government, and any other internal or external grants that might develop for this service area.
- 15.** To lead on the commissioning and tendering of early years and childcare services, ensuring commissioning procedures are adhered to, negotiating contracts and finance with national and local organisations.
- 16.** To be responsible for all grants, workforce development, continuous professional development and high quality assurance in the area of Early Years, Childcare and Play within Blaenau Gwent.
- 17.** To be responsible for the service areas submission of internal and external reports, departmental documents, workbooks and monitoring and evaluation information using a sound analysis of collated data, in liaison with the Integrated Services Manager and Business Manager.
- 18.** To be responsible for exploring all possible avenues of funding available to develop and secure financial support and promote long-term sustainability for early years, childcare and play organisations.
- 19.** To promote and monitor Quality Assurance processes and programmes in all early years, childcare, play (OOSC) and non-maintained early years settings within the Authority.
- 20.** To agree clear performance targets and priorities for each of the areas within the Early Years, Childcare and Play teams.
- 21.** To enhance and further develop the good practice and services within Early Years, Childcare and Play portfolio.
- 22.** To represent Blaenau Gwent Early Years, Childcare and Play sector on a local and national level including delivering public and private presentations and workshops etc.
- 23.** To attend public events, regular meetings and training on weekends and outside of normal office hours, as and when required.
- 24.** To undertake such other duties and responsibilities, as deemed appropriate by the Integrated Services Manager

- 25.** To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work and to adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.

Person Specification – Supervisor

1. Qualifications & experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Qualifications/relevant experience					
<ul style="list-style-type: none"> Relevant professional qualification, educated to degree level in Health, Social Care, Community or Early Years / Children Services. 	Essential	✓			
<ul style="list-style-type: none"> To have acquired management qualification, project management, business training or development. 	Desirable	✓			
<ul style="list-style-type: none"> Demonstrable experience of project management in the fields of childrens services, early years, childcare, play or community services. 	Essential	✓			
Other experience					
<ul style="list-style-type: none"> An awareness and understanding of key issues relating to the Early Years, Childcare and Play Sector 	Essential	✓	✓		✓
<ul style="list-style-type: none"> A thorough understanding of all statutory legislation relating to Early Years, Childcare and Play in Wales 	Essential	✓	✓		✓
<ul style="list-style-type: none"> Experience of budgetary management and control. 	Essential	✓	✓		✓
<ul style="list-style-type: none"> Experience of demonstrable managing and motivating staff 	Essential	✓	✓		✓
<ul style="list-style-type: none"> Data and performance collation experience 	Essential	✓	✓		✓
<ul style="list-style-type: none"> Working autonomously and on own initiative and as part of a team. 	Essential	✓			✓
<ul style="list-style-type: none"> Experience of working effectively in co-operation with a wide range of internal and external partners including both statutory and non statutory organisations and groups. 	Essential	✓	✓		✓
<ul style="list-style-type: none"> Preparing, managing and delivering external funding bids 	Desirable	✓			
Knowledge/Skills					
<ul style="list-style-type: none"> Excellent written and verbal communication skills. 	Essential	✓	✓		✓

• Highly developed planning and organisational skills	Essential	✓			✓
• Ability to meet and manage competing deadlines.	Essential	✓	✓		✓
• Analytical and flexible thinking	Essential	✓	✓		✓
• Ability to interpret legislations and regulations	Essential	✓			✓
• Excellent ICT skills	Essential	✓	✓		✓
• Accurate and well-organised approach to work	Essential	✓			✓

2. Special Requirements	Essential	Desirable
• Driving license and access to a car	Essential	

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
Managing the Team	Sets an example to the team by own approach and attitude	✓		✓	✓
	Gets the best out of people by developing the skills, experience, and ambition of self and team	✓			✓
	Ensures equality & diversity issues are integral to service delivery	✓			✓
	Recognises when it is necessary to take a firm but appropriate line				✓
	Supports & encourages good work-life balance in the team				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Delivering a Continually Improving Service	Ensures the team understand how they contribute to achieving operational objectives	✓	✓		✓
	Is focused on continually improving performance of self and team and gives regular, constructive feedback on team/individual performance	✓	✓		✓
	Challenges poor performance appropriately	✓	✓		✓
	Is positive about improving the service and identifies potential benefits for the citizen	✓	✓		✓
	Consults team and others, inside and outside the organisation, for improvement ideas	✓	✓		✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Communicating	Uses appropriate and precise methods of communication		✓	✓	✓
	Communicates positively and respectfully		✓	✓	✓
	Checks others' understanding		✓	✓	✓
	Clearly explains and justifies decisions made elsewhere			✓	✓

	Encourages team members to think about and suggest improvements			✓	✓
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		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Making Informed Decisions	Considers implications of proposed decisions				✓
	Ensures decisions link to continually improving performance	✓			✓
	Uses problem solving as a method of improving the service	✓			✓
	Seeks clarification or challenges appropriately				✓
	Explains decisions appropriately	✓			✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Working Together	Understands the benefits of working together	✓	✓		✓
	Promotes and contributes to partnerships to continually improve services for the citizen	✓	✓		✓
	Networks effectively internally and externally	✓	✓		✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching

Putting the Citizen First	Recognises the importance of the citizen's input to improving the service	✓	✓		✓
	Ensures team is focused on serving the citizen as the first priority	✓	✓		✓
	Seeks feedback from the citizen on the quality and appropriateness of service delivery	✓	✓		✓
	Is positive about the organisation and the community it serves	✓	✓		✓