

**Job Description****Social Services Department**

Post Title	Childcare Development Officer		
Post Number	BG09788	Grade 6	
Base	Agile Worker / Blaina ICC	Hours of Work	37
Car User Allowance		Disclosure	Enhanced
Contact	Martine Redfern	Updated	August 2024

Principal Job Purpose

Responsible to: Childcare Strategy Team Leader

Responsible for: The building and development of the childcare sector in Blaenau Gwent including promotion, marketing and workforce development.

Encouraging the development of new childcare provision (to include Day Nursery, Playgroup/Cylch Meithrin, Out of School, Childminder, Nanny and Creche provision) and helping to support and sustain existing childcare and play provision to enable sufficient, high quality, affordable childcare across all types of childcare provision in Blaenau Gwent County Borough.

Principle Accountabilities

1. To develop the childcare market in Blaenau Gwent with accessible, affordable high-quality childcare using the Childcare Sufficiency Assessment and other local data collection tools as a source of information and taking account of the Flying Start childcare expansion plan and other national and local programmes that could affect the future demand for childcare.
2. To be knowledgeable about the Welsh in Education Strategic Plan and support actions outlined in the plan for increasing the provision of Welsh language childcare opportunities.

3. To support the Childcare Strategy Team Leader with the Childcare Sufficiency Assessment process, by liaising with various stakeholders to monitor demand and trends (including Umbrella Organisation representatives).
4. To take the lead in supporting the development of new childcare services; from initial enquiry through to registration with Care Inspectorate Wales, providing guidance and encouragement throughout the process and then providing advice to ensure they can achieve sustainable delivery.
5. To identify areas where there are low numbers of childminders, to develop a marketing and recruitment campaign to attract new childminders in that area and support potential childminders through the process of becoming a registered childminder, which may include delivering briefing sessions and ongoing business development support.
6. To provide comprehensive business support to new and existing childcare providers including: -
 - Registration and inspection with Care Inspectorate Wales (CIW)
 - Market Research, promotion and communication strategy
 - Recruitment, selection and retention
 - Business/financial planning to achieve sustainability.
 - Legal and Regulatory advice and guidance
 - Income generation and fundraising
 - Quality Services - good practice advice and guidance
7. To support those settings with management committees with relevant advice and guidance needed for compliance with childcare regulations, including governance structures, staff and setting management and policy.
8. To work closely with the Childcare Advisory team to ensure the quality of emerging and existing provision
9. To be responsible for co-ordinating the Annual Training programme, liaising with the Childcare and Play team, wider colleagues and taking note of current trends in good practice to meet both the mandatory training needs and professional learning needs of the sector in Blaenau Gwent.
10. To maintain records, populating the Dewis database with the training programme, and updating it with course bookings along with monitoring attendance and evaluations.
11. To maintain up-to-date knowledge of all routes to achieving statutory qualifications and ensuring a clear pathway from pre-qualification right through to leadership qualifications is available for both professionals and the public so steps to progression are clear. Following this, signposting/supporting potential, new and existing childcare staff to appropriate routes of training and development.
12. To contribute to the promotion of childcare as a profession and the recruitment of trainees including co-ordinating and attending events aimed at potential new recruits.
13. To identify and deliver appropriate professional development training to enhance service delivery in consultation with the Childcare Strategy Team Leader.
14. To take the lead in the workforce development, including supporting the delivery of recruitment and retention action plan.

15. To co-ordinate the childcare and play network events, to share good practice and to disseminate information to a wider audience, compiling ideas for contributors and making all practical arrangements associated with this.
16. To be responsible for promotion and administration of a range of grants that support the sector, including small capital, sustainability and startup grants, meeting with and supporting settings as appropriate to submit good quality applications and liaising with Technical Services with regards to tenders for work in local authority buildings.
17. To maintain updated knowledge of external grants and criteria for applications and to support settings in applying for grants.
18. To make and maintain links with other organisations and programmes in Blaenau Gwent that support local businesses and economic activity, including employment programmes.
19. To keep updated on new developments and initiatives, local and national, relating to the childcare sector, children, young people and their families.
20. To deliver presentations to a varied audience, which could include Head teachers, Teachers, Governors, Councillors and various partnerships.
21. To attend public events, regular meetings and training and weekends and outside of normal office hours as and when required.
22. To undertake such other duties and responsibilities, as deemed appropriate by the Childcare Strategy Team Leader.
23. 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.

<p>constitutes quality practice within a childcare setting across the age range, including Quality Assurance schemes.</p> <ul style="list-style-type: none"> • Ability and confidence to liaise/communicate with general public, professional officers and external organisations, with effective networking abilities both orally and in writing. • Skills and ability to design, develop and deliver training. • Ability to work on own initiative with little supervision, and manage own time effectively to ensure that priorities are met. • Ability to work within a team context. • Aptitude to using ICT – Microsoft office, word, excel, PowerPoint, access and excel to a high standard. • Understanding and knowledge of Blaenau Gwent County Borough Councils strategic plans and how the post holders responsibilities in relation to these plans contribute. 	Essential	✓	✓		
	Desirable			✓	
	Essential	✓		✓	
	Essential	✓		✓	
	Essential	✓			
	Desirable				

2. Special Requirements

	Essential	Desirable
• 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. Welsh Language Requirements (please select one of the following)	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Welsh language skills are desirable (level 0 in all Welsh Language Levels above).	Desirable	✓	✓		

	Level 0	Level 1 Entry	Level 2 Foundation	Level 3 Intermediate	Level 4 Advanced	Level 5 Proficiency
Listening/Speaking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading/Understanding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please see "Welsh Language Skills Guidelines" on the Blaenau Gwent website for further information on the above levels.

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 & feedback 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. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary 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				✓

Topic	Competencies	Assessment Method			
		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				✓