

Role Title	Sufficiency Officer
Job Family	Education Operations and Performance
Competency Level	Principal Officer/Manager
Pay Range / Scale	PO1
Purpose To develop and deliver specialist sufficiency support/advice in relation to: 1. Collation, quality assurance, analysing and preparing accurate and timely statistical and analytical data using a range of high volume and complex client and statistical records. 2. Ensure relevant legislation, regulations and policies are complied with in relation to: In relation to: • Contributing to meeting the Councils statutory duty to secure free early education and childcare places to children under 5 who are eligible for a place by undertaking regular supply and demand analysis and completing an annual childcare sufficiency assessment. • Contributing to meeting the Councils statutory duty to secure sufficient childcare, so far as is reasonably practicable, for working parents, or parents who are studying or training for employment, for children aged 0 to 14 or up to 18 for disabled children by undertaking regular supply and demand analysis and completing an annual childcare sufficiency assessment. • Contributing to meeting the Councils statutory duty to provide primary, secondary and further education which meets the population of their area (including provision for children with SEND, Alternative Provision and Pupil Referral Units) • Developing and arranging the delivery of a range of support, advice and training to Ofsted/DfE registered settings, commissioned providers and individuals in order for them to understand and comply with procedures in relation to childcare sufficiency and schools place planning. Working collaboratively with colleagues and external partners to empower them to meet statutory early years, childcare and school place planning requirements Support the Sufficiency Manager.	
Generic Accountabilities	End Results/ Outcomes
Provide advice and make recommendations based on up to date knowledge and analysis / evaluation of information. Manage escalated or complex customer issues within the relevant area.	Expert advice, information, interpretation and support are provided on the full range of technical / professional issues within the area of responsibility. Issues are managed through to a satisfactory conclusion. Risk to the Council is minimised.

Contribute to the development of service plans to meet strategic business goals.	Strategic and operational input is provided to wider business planning and development. Customer needs are identified. Services meet legislative and policy requirements.
Research developments in relevant area. Collate process and analyse information / data. Translate outputs into advisory reports / documents / actions as appropriate.	Relevant information / data are managed efficiently and accurately. Accurate and relevant information / reports / documentation are produced. Trends and issues are identified and prioritised. Statutory and procedural obligations are fulfilled. Management decision making is supported.
Lead on the development, implementation, maintenance and management of systems, policies, procedures and / or standards within area of responsibility.	Changes to systems, policies and / or procedures are identified and recommended. All updates, amendments, developments are tested and approved prior to delivery. Customers receive prompt, accurate policy / procedural updates. Service standards are improved.
Work closely with others to support/Manage the development and delivery of improvements in processes and procedures.	Identifies gaps in service provision/highlight policy issues and makes recommendations to resolve the issues. Agreed improvements are developed, delivered and evaluated. Issues and recommendations are brought to the attention of senior managers. Benchmark against best practice authorities and center of excellence.
Prepare and present a full range of reports (both standard and non-standard) covering area of responsibility.	Reports are prepared, distributed / presented to the appropriate committee/ to the required standards and timescales.

	Evidence based recommendations are made.
Manage a portfolio of Projects and Reviews. Lead on specific projects as required.	Projects are delivered to agreed specification, timescales and budgets. Change initiatives are successfully integrated and implemented across all impacted service areas. Value for money is achieved. Ongoing savings secured.
Co-operate with and support colleagues.	Colleagues are supported. Required information is provided.
Act in accordance with all policies and procedures which apply to the job and understand the reasons for this.	All policies and procedures are complied with.
Carry out all duties and responsibilities with reasonable care for the health and safety of self and others and report any potential hazards or unsafe practices to line manager.	Work is carried out in a way that is safe and without risks to health.

Job-specific Accountabilities	End Results/Outcomes
Undertaking regular supply versus demand analysis and complete an annual childcare sufficiency assessments in relation to early education and childcare places for children under 5 who are eligible for a place in line with Government and council policies and procedures	High quality, accurate regular supply and demand analysis and an annual childcare sufficiency assessment completed. Sufficient high-quality childcare places are available for those who wish to take up a place in their chosen locality at the times that they need them Regular forecasts of supply and demand are available which assist with well informed strategic solutions.
Undertaking regular supply versus demand analysis and complete an annual childcare sufficiency assessments in relation to childcare for children aged 0 to 14 or up to 18 for disabled children in line with Government and council policies and procedures	High quality, accurate regular supply and demand analysis and an annual childcare sufficiency assessment completed and published in line with statutory requirements and the Education Service Communication Strategy Sufficient high-quality childcare places are available for those who wish to take up a place in their chosen locality at the times that they need them

	Regular forecasts of supply and demand are available which assist with well informed strategic solutions.
Undertaking regular supply versus demand analysis sufficiency assessments in relation to Meeting the Councils statutory duty to provide primary, secondary and further education which meets the population of their area (including provision for children with SEND, Alternative Provision and Pupil Referral Units) in line with Government and council policies and procedures	Sufficiency primary, secondary and further education places are provided which meets the population of their area (including provision for children with SEND, Alternative Provision and Pupil Referral Units) in line with Government and council policies and procedures Regular forecasts of supply and demand are available which assist with well informed strategic solutions. Pupil place plans are completed and published in line with statutory requirements and the Education Service Communication Strategy
Contribute to the development of and deliver a range of information advice and training to Ofsted/DfE registered settings, commissioned providers and individuals that is of a high quality, intelligence led and evidence-based to ensure that they are aware of and meet their statutory requirements in relation to childcare sufficiency and place planning requirements Undertake monitoring and evaluation processes that will measure the impact of information advice and training provided, which in turn informs service planning and strategic vision.	Provide advice and make recommendations based on up to date knowledge and analysis / evaluation of information Ofsted/DfE registered settings, commissioned providers and individuals: • have access to support, advice and training as well as development opportunities • meet their legal, statutory, contractual and financial requirements. • receive a core offer of information, advice and training • Are empowered to understand and comply with childcare sufficiency and place planning requirements Expert advice, information and support are provided on the full range of issues within the field of expertise. Service and skills gaps are identified and interventions to address the gap are developed and delivered
Contribute to the development of and implement policies and procedures in relation to childcare sufficiency and place planning	Accurate and timely payments are made to providers in line with DfE/EFA statutory requirements. A quality assurance/audit process is in place to ensure accuracy and robustness of the payments process.
Collate and analyse a range of information and statistics in order to	A range of high quality and timely information and statistics are collated and analysed in order

produce and present a range of accurate performance reports in relation to area of responsibility	to produce and present a range of accurate performance reports in relation to area of responsibility
Manage risk within area of responsibility. Ensure all stakeholders are aware of and comply with relevant regulations and procedures.	Potential risk is identified and mitigation is planned. Resource Register and Issue Logs are maintained.
Contribute to the development of the Council's Place Planning Strategies to secure sufficient early years, childcare, mainstream school, and specialist school places.	Place Planning Strategies developed to secure sufficient early years, childcare, mainstream school, and specialist school places.
Co-ordinate and analyse of large datasets from internal and external sources/stakeholders, to ensure that the Council's statutory duties are met.	High quality, accurate and timely place planning information produced
Provide support and advice to encourage Ofsted registered childcare providers and schools to work in partnership and collaborate to support sufficiency of the numbers and types of places needs to meet evidenced demand.	Suitable places are available to meet the needs of the population across planning areas.
Contribute to undertaking consultations in relation to childcare sufficiency and school place planning	Statutory Consultations are completed within required deadlines and statutory requirements
Contribute to the provision of relevant information to support requests for developer contributions and central government investment towards education infrastructure through evidence-based negotiation and bid-writing.	Bids for development contributions are successful on a regular basis
Produce data and information to ensure accurate and timely responses to DfE statutory returns and data surveys on school capacity and pupil place planning, and other similar requirements.	Responses to DfE statutory returns and data surveys on school capacity and pupil place planning are accurate and timely
Work in partnership with Ofsted registered childcare providers and schools to ensure that accurate information regarding children on roll is provided to the LA in a timely manner and within Census deadlines	Accurate information regarding numbers of children on roll ensure that service planning is based on accurate data, accurate payments are made and maximises income from the DSG for all elements of the Dedicated Schools Grant
Work in partnership with internal and external stakeholders to ensure the accuracy of data used to inform early years, childcare and school place planning	There are high levels of accuracy in the data used to inform early years, childcare and school place planning.

Contribute to the progression of the Digital by Default agenda and identify areas where ICT can be used more effectively to improve service delivery and provide required outcomes	A range of efficient digital processes identified and implemented. A digital claim and payment system developed and implemented
Contribute to the development of and implement service plans in order to meet strategic business goals and ensure compliance with internal / external standards and statutory requirements.	Service plans and targets for area of responsibility are developed based on the Council's overall strategic directives and agreed and communicated within required timeframe. Strategic and operational input is provided to wider business planning and development. Progress against objectives is effectively monitored and delivered.
Collate and analyse information in order to produce accurate performance and financial data in partnership with internal and external partners Produce high quality accurate service information and performance data	High quality service information and performance data is produced which accurately reflects the Waltham Forest picture which is used to inform Education Service planning as well as services planning for internal and external stakeholders
Manage risk within area of responsibility. Ensure all stakeholders are aware of and comply with relevant regulations and procedures	Potential risk is identified and mitigation is planned. Resource Register and Issue Logs are maintained.
Publish, record and retain information in line with General Data protection Regulations (GDPR), equality and disability requirements	Information is published, recorded and retained in line with General Data protection Regulations (GDPR), equality and disability requirements

Nature of Contacts

Typically involves Heads of Service, and Senior Managers across the authority, and external agencies and organisations providing advice regarding
May involve direct contact with members of the public.

Develop sensitivity, persuasiveness, and negotiation and assertiveness skills to communicate with diverse audiences in emotive circumstances. Deal with people at all levels confidently, sensitively and diplomatically.

Deal with people at all levels confidently, sensitively and diplomatically.

Procedural Context

Act within guidelines and standard procedures with discretion to allocate or otherwise organise work to meet service delivery requirements. Works within laid down procedures but needs to deal with day-to-day problems without always referring to others.

Decisions will be made based on Council procedures.

Occasionally the post will be expected to work from other locations

Key Facts and Figures

Reports to the Sufficiency Manager

Resourcing

Enhanced DBS Clearance.

Knowledge, Skills and Experience

- Experience of successfully undertaking a role which supported the delivery of a Council's statutory requirements relating to delivery of a council's statutory duty to secure free early education and childcare places to children under 5 who are eligible for a place by undertaking regular supply and demand analysis and completing an annual childcare sufficiency assessment.
- Experience of successfully undertaking a role which supported the delivery of a Council's statutory requirements relating to delivery of a council's statutory duty to secure sufficient childcare, so far as is reasonably practicable, for working parents, or parents who are studying or training for employment, for children aged 0 to 14 or up to 18 for disabled children by undertaking regular supply and demand analysis and completing an annual childcare sufficiency assessment.
- Experience of successfully undertaking a role which supported the delivery of a Council's statutory requirements relating to providing primary, secondary and further education which meets the population of their area (including provision for children with SEND, Alternative Provision and Pupil Referral Units)
- Good knowledge and understanding of childcare sufficiency and school place planning requirements, systems, policy, practices, procedures, and legislation
- Experience of producing and presenting high level analytical and performance information with proven ability to explain technical / specialist information in a way which a non-specialist can understand
- Experience of interpreting and analysing a range of data (particularly using excel to and advanced level and large client databases).
- Experience of effectively managing high volume/complex data (particularly using excel to and advanced level and large client databases).
- Experience of using initiative, knowledge and expertise which result in service improvements
- Experience of leading and sustaining partnerships both internally and externally.
- Excellent customer service skills, with experience of resolving escalated / complex customer queries.
- Excellent interpersonal, communication and presentation skills, with proven ability to communicate effectively and persuasively to a wide range of audiences.
- Significant experience of working with and forming positive, trusting relationships with Ofsted/DfE registered settings, commissioned providers and individuals.

- A good understanding of the issues that can affect Ofsted/DfE registered settings, commissioned providers and individuals in relation to childcare sufficiency and school place planning and how best to address them.
- Self-motivated, and able to demonstrate initiative and commitment.
- Experience of translating strategic vision into practical achievable plans
- Experience of using data and information to benchmark good/best performance and practice to assess performance of team/service
- Experience of developing policies and procedures to improve service outcomes/impact
- Experience of producing a range of advice, information, data and statistical analysis, reports and presentations to internal and external stakeholders
- IT skills, including Microsoft Office suite, and skilled in the use of a computerised general ledger system, including experience of developing systems to achieve desired business outcomes.
- Experience use of large complex management and client information systems and particularly Capita.

Indicative Qualifications

Degree or equivalent or vocational qualification in relevant subject or area

Evidence of Continuous Professional Development

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.