

# Job Profile

Position Details	
Post	Sufficiency Officer
Service Area	Adults and Health, Commissioning Unit Early Help Commissioning
Reports to	Childcare Sufficiency Manager
Responsible for	N/A
Grade	PO1
Job Family	To be completed by HR

Role Purpose
<ol style="list-style-type: none"> <li>1. Support the Childcare Sufficiency Manager in ensuring the Council meets its duties under the Childcare Act 2006; including ensuring sufficient childcare places for children and young people to meet demand across the borough.</li> <li>2. Work closely with schools, providers, parents and colleagues, within and external to the council, to establish and maintain an overview of demand across the boroughs.</li> <li>3. Contribute to the place planning and development of universal and specialist childcare places for children and young people aged 0-19 (up to 25 with SEND), using needs and market analysis approaches and commissioning.</li> <li>4. Work with internal and external colleagues, early years education and childcare providers and schools across the maintained, private, voluntary and community sectors to secure sufficient early education and childcare places.</li> <li>5. Identify new opportunities for innovation and the development of provision to meet a diverse range of needs.</li> <li>6. Ensure the appropriate provision of business support is available to prospective and current providers of childcare across the maintained and private, voluntary and independent sectors.</li> <li>7. Leading on the development of a strategic business model to support the establishment of sustainable childcare across the statutory, private, voluntary and independent sectors.</li> <li>8. Ensure that an appropriate range and quality of information about delivering childcare is available to providers and prospective providers; utilising a range of mediums.</li> </ol>

Main responsibilities
<u>Childcare Commissioning Support</u> <ol style="list-style-type: none"> <li>1. Contribute to the development and implementation of the Council's Childcare Sufficiency Assessment (CSA) Action Plan, ensuring progress on key actions and that mechanisms are in place for reporting on progress.</li> <li>2. Support the Childcare Sufficiency Manager in the implementation of a strategic plan for the management of the childcare market, tracking supply, demand and vacancies and supporting the development of sustainable childcare across all sectors.</li> </ol>

3. Work with colleagues and key stakeholders in the development of needs led childcare across the Borough.
4. Working closely with the Childcare Engagement Co-ordinator, maintain mechanisms and processes for the tracking, monitoring and assessment of demand, take up and delivery of childcare – particularly amongst the most disadvantaged groups of children and young people.
5. Support the Childcare Sufficiency Manager in the implementation of an agreed model for business support and advice to childcare providers and prospective providers.
6. Establish and maintain consultative mechanisms that will engage parents and all key stakeholders and inform place planning and development.
7. Develop and implement measures to ensure that commissioned or newly developed childcare meets Ofsted's standards and Haringey's Quality Assurance framework.
8. Keeping up to date with national and local development that may affect policy and procedure and require the implementation of changes within the service.

#### Administration

9. Monitor and review contracts for commissioned targeted childcare places within maintained, private, voluntary and independent sector providers.
10. Monitor the sufficiency of provision across the Borough, ensuring that any gaps in provision are highlighted and identifying priority areas for action.
11. Provide appropriate information, advice and guidance to colleagues in other parts of the service on the availability of childcare within the borough, particularly for looked after children, children subject to a plan, children in need, children with a disability and/or special educational needs.
12. Produce information for the Family Information Service; including information for parents wanting to find out about the availability of a wide range of childcare in their area.
13. Prepare reports and documents suitable for a diverse audience.

#### Business Support

14. Co-ordinate and respond to prospective childcare providers expressing an interest in developing provision within the borough.
15. Contribute to the review, implementation and impact assessment of the Early years Single Funding Formula across the statutory, private, voluntary and independent sector providers.
16. Establish and maintain consultative mechanisms that will engage all key stakeholders and inform place planning and business development approaches across the borough.
17. Ensure that commissioned or newly developed childcare meets Haringey standards for quality requirement under Sections 2 and 3 of the Childcare Act 2006.
18. Ensure that contracts with childcare providers are regularly monitored.
19. Support the Childcare Sufficiency Manager to implement systems to map the range and spread of provision across the Borough.
20. Contribute to the service overview of demand and take up of places, ensuring that the advice and guidance provided to prospective providers is informed by robust intelligence about needs and demand data.
21. Contribute to sufficiency mapping and planning; including the collation of information about the cost and affordability of childcare fees across the sector.
22. Provide appropriate information, advice and guidance to colleagues, providers, prospective providers and other agencies/service on the availability of childcare.
23. Prepare reports and documents suitable for a diverse audience.
24. Be responsible for keeping up to date with national and local development which may affect policy and procedure and require the implementation of changes within the service.

Generic Responsibilities
<ol style="list-style-type: none"> <li>1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.</li> <li>2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.</li> <li>3. Knowledge and experience of using IT.</li> <li>4. To work flexible hours including evenings and weekends when required.</li> <li>5. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.</li> </ol>

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
<b>Qualifications</b>	
Educated at GCSE level with proven good literacy and numeracy	Essential
NVQ level 3 or equivalent in Early Years/ Early Education	Essential
<b>Knowledge &amp; Experience</b>	
A minimum of 3 years' experience of working in the early years sector and childcare development	Essential
Sound knowledge and experience of providing business support	Essential
Knowledge of current relevant legislation to the childcare sector	Essential
Knowledge of business planning tools and processes	Essential
Working knowledge of the early years, childcare and out of school sectors	Essential
Understanding of the diverse needs of parents and carers requiring childcare; including SEN and working with vulnerable families	Essential
Strong understanding of safeguarding and health and safety	Essential
A full understanding of the Statutory and Practice guidance of the Early Years Foundation Stage, Ofsted standards for the delivery of high quality childcare and out of school provision and associated Inspection Frameworks.	Essential
Demonstrable knowledge and experience of building positive relationships with both new and existing childcare providers across the maintained, private, independent and voluntary sectors.	Essential
Experience of project management and the development and implementation of strategic plans	Essential
<b>Skills &amp; Abilities</b>	
Excellent oral and written communication skills.	Essential
Strong planning and organisational skills.	Essential
Ability to work well in teams and effectively across organisational boundaries	Essential
Ability to work independently and use own initiative.	Essential
Able to manage own workload and meet deadlines	Essential
Able to review, analyse and interpret financial information	Essential

Main Contacts & Other Information
<p><u>Main Contacts:</u>            Private, Voluntary and Independent Sector providers            Childminders            Schools and children's centres            Council staff in other services and departments within the Council            External partner agencies and services            Colleagues across the Commissioning Unit</p> <p><u>Other Information:</u>            This position requires the postholder to undergo an enhanced DBS (Disclosure and Barring Service) check.</p>

### Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
x				
Are the staff based at the same work location?				N/A
Will the post holder be responsible for contract / agency / project staff?				No

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes		Use of a computer.	Yes	
Audio typing.	No		Crisis or conflict situations.	No	
Walking more than a mile.	Yes		Manual handling.	No	
Working alone or in isolation.	Yes		Working in confined spaces.	No	
Driving a car, van or minibus.	No		Preparing or serving food.	No	

Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	No		Working in awkward positions, e.g. stooping, bending, reaching.	No	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	
Regular and repetitive movements.	No		Working shifts / unsocial hours, nights.	Yes	
Outdoor work involving uneven surfaces.	No		Standing or sitting for prolonged periods.	Yes	

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	Yes		Working at heights / on ladders, roof work.	No	
Teaching, or responsibility for, children.	No		Outdoor work involving extremes of temperature.	No	
Electrical hazards.	No		Control and restraint.	No	

<b>Resources – identify &amp; list personal and identifiable accountability for physical and financial resources including those of clients:</b>
Lap top
<b>Cash/Financial Resources</b> - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
None
<b>Plant/Equipment</b> - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
none
<b>Stocks/Materials</b> - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
none
<b>Data Systems</b> - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
SAP, E -start and Servelec Synergy systems user
<b>Buildings</b> - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:
none