

Job Description

Section A: Job Profile

The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.

Job Details

Job Title:	Sufficiency and Access Support Officer
Salary:	£32578 - £35571
Grade:	8
Hours:	37
Team:	Early Years Sufficiency
Service Area:	Children Education and Families
Primary Location:	County Hall, Oxford OX1 1ND. <i>Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working. What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based. Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process</i>
Budget responsibility:	None
Responsible to:	Sufficiency and Access Team Leader
Responsible for:	None
Political Restricted Post:	No

Job Purpose

Contribute to the local authority delivering its childcare and early education statutory duties (Childcare Act, 2006 as amended) This will include identifying, analysing and presenting complex data and information to inform early years & childcare sufficiency forecasts, take-up and market assessment reports. Updating, collecting, analysing and researching a range of family information using databases. There will also be element of delivering information and advice to parents, carers and professionals through various means including email, teams and telephone.

Job Responsibilities

Specific responsibilities will be agreed with the successful candidate based on their expertise and knowledge, but will include some or all of:

- Manage and develop the team's data management and analysis systems relating to the sufficiency of early years and childcare places.
- Develop detailed knowledge of all aspects of early education funding and the role of the Family Information Service so that detailed and complex queries from providers and parents can be responded to in a timely way.
- Respond to enquiries from parents, carers young people and professionals in order to:
 - provide confidential and impartial information and support
 - identify children's/ families' needs and identify services (such as potential childcare, early education or play) which meets the families' and children's needs.
- Respond to enquiries from colleagues, providers and members of the public requesting sufficiency information. Produce sufficiency reports in response to these queries.
- Lead on the work to collate and provide analysis and interpretation of data to inform the statutory Childcare Market Assessment, early years and childcare sufficiency and place planning analysis for Oxfordshire, in accordance with section 11 and 12 of the Childcare Act 2006, as amended from time to time.
- Update, manage and quality assure the statutory data sets held within the Family Information Directory, and the systems which support the collation and usage of that data, in accordance with section 12 of the Childcare Act 2006, as amended from time to time.
- Update, manage and quality assure the early years sufficiency of places database so that take-up and gaps in provision can be identified. Produce accurate reports to inform spending on new and expanded early years provision.
- Negotiate with providers including school headteachers and owner/managers on requirements in support of the service's information provision requirements.
- Record providers' data on such systems as are used by the Family Information Service for use by the team and for uploading to the Family Information Directory, and liaise with external suppliers and with Ofsted as necessary.
- Confidently, firmly and assertively inform providers, including headteachers, school governors and business owners and managers about the law and procedures regarding information provision requirements using written, verbal and face-to-face communications.

- Support the work of the service and beyond by identifying ways of improving the range, scope and integration of data held by the service
- Provide information and advice, particularly by signposting, to childcare providers and prospective providers where they support the delivery of the local authority's sufficiency duties
- Directly manage projects relating to data and statistics, as part of the service's statutory requirements, and in response to requests from national or local organisations, or internal colleagues.
- Produce working reports to assist in ring-round and other canvassing projects, such as liaising with the Web Team to produce questionnaires in web format where necessary.
- Manage the cross matching of data sets across sufficiency and access to ensure accurate data is produced on providers offering the early years and childcare entitlements, providers offering the entitlements and numbers of families and children accessing places.
- Contribute to the work of the team, including managing peak workloads such as high levels of brokerage, and participate in relevant team meetings.

To undertake other duties as requested by the Service Manager.

Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe 'the way we do things here' so that we deliver great services for our residents. Our values are:

- Always learning
- Be kind and care
- Equality and integrity in all we do
- Taking responsibility
- Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I),

a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

Essential Criteria	Assessed By:
Good standard of education e.g. minimum of 5 GCSEs/Levels including maths	A
Excellent excel & databases skills and good knowledge of data analysis methodologies	A
Experience of working effectively to deadlines	A & I
Excellent track record in the use of excel spreadsheets. Demonstrable evidence of working with, analysing and manipulation of large and complex data sets to produce reports	A & I
Well-developed interpersonal skills and customer service skills, including the ability to develop effective working relationships with colleagues and partners, to build trust	I & A
Creative approach to problem solving	I & A
Ability to be tactful, sensitive and ensure confidentiality, where appropriate	I & A
Well organised and with the ability to manage time and competing priorities effectively	
Desirable Criteria	Assessed By:
Educational achievements, Qualifications, Training and Knowledge: • Qualifications (or equivalent experience) in related areas such as statistics, operational research, demography, Power Bi.	A & D
Experience: • Experience of working with or in the children and young people sector • Experience of working in partnership with a range of agencies and diverse Communities • Experience of working in an information/communications environment	I & A

• Experience of developing and interpreting survey formats / questionnaires	
Job related aptitude and skills:	I & A
• Knowledge of recent Government initiatives relating to services for children, young people and families.	

Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role are identified below (those ticked).

☐	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	☐	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
☐	Enhanced Disclosure and Barring Service check with Children's Barred List	☐	Enhanced Disclosure and Barring Service check with Adults Barred List
☒	Standard Disclosure and Barring Service check	☐	Basic Disclosure
☐	Disqualification for Caring for Children (Education)	☐	Overseas Criminal Record Checks
☐	Prohibition from Teaching	☐	Professional Registration
☐	Non police personnel vetting	☐	Disqualification from Caring
☐	Other (please specify):		

Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

☐	Provision of personal care on a regular basis	☐	Driving HGV or LGV for work
☐	Regular manual handling (which includes assisting, manoeuvring,	☐	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving

	pushing and pulling) of people (including pupils) or objects		own private vehicle or a council vehicle for work purposes)
☐	Working at height/ using ladders on a regular/ repetitive basis	☐	Restricted postural change – prolonged sitting
☐	Lone working on a regular basis	☒	Restricted postural change – prolonged standing
☐	Night work	☐	Regular/repetitive bending/ squatting/ kneeling/crouching
☐	Rotating shift work	☐	Manual cleaning/ domestic duties
☐	Working on/ or near a road	☐	Regular work outdoors
☒	Significant use of computers (display screen equipment)	☐	Work with vulnerable children or vulnerable adults
☐	Undertaking repetitive tasks	☐	Working with challenging behaviours
☐	Continual telephone use (call centres)	☐	Regular work with skin irritants/ allergens
☐	Work requiring hearing protection (exposure to noise above action levels)	☐	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
☐	Work requiring respirators or masks	☐	Work with vibrating tools/ machinery
☐	Work involving food handling	☐	Work with waste, refuse
☐	Potential exposure to blood or bodily fluids	☐	Face-to-face contact with members of the public
☐	Other (please specify):		