

# Job Description

## For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

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

#### Role Details

Job Title:	Education Capital Coordinator	JEID	L0425
Salary Grade:	Scale L		
Team:	Education and Early Years		
Service Area:	Education Services		
Primary Location:	Saltisford Office Park		
Political Restriction	This position is not politically restricted.		
Responsible to:	Lead Commissioner, Education Capital, Sufficiency and Admissions		
Responsible for:			

#### Role Purpose

To provide support to the school capital and sufficiency lead commissioners. To ensure that information to initiate and drive projects for reorganisation, expansion and the creation of new education provision is accurate and timely.

To undertake effective monitoring and reporting on all education capital projects ensuring that all projects are carried out and implemented to time, costs and quality and in line with statutory requirements.

#### Role Responsibilities

- 1) To research, collate, analyse and produce information to support school organisation projects from initiation to implementation and benefits realisation for primary, secondary and post 16 phases and ensure these take into account other requirements such as early years sufficiency and housing developments
- 2) To collate evidence and produce responses for education contributions under Section 106 from all proposed housing development across the county. To liaise as appropriate with other County Council departments and District and Borough Councils to ensure responses are justified and compliant with legislation

- 3) To facilitate all consultation exercises undertaken by the Education Capital and Sufficiency team to support the opening of new schools and the expansion of existing schools, ensuring statutory requirements are met and collating responses to enable effective decision making.
- 4) To pro-actively monitor and report on individual projects to ensure projects are delivered on time, to specification and within allocated budgets.
- 5) To contribute to the completion of the annual SCAP return
- 6) To contribute to the collation of information relating to academy conversions, ensuring all conversions are monitored and recorded while facilitating the resolution of any issues arising.
- 7) To act as the lead officer for education capital projects related to sufficiency and organisation, liaising with schools and partners across the council and outside of WCC to ensure the education capital programme delivers value for money utilising the most effective and relevant delivery mechanisms for the individual project and all statutory requirements
- 8) To assist in the development of policies ensuring effective operational delivery.
- 9) To continually monitor the quality of service provision to a wide range of stakeholders, reporting on any dips in service, and identifying any improvements in working practices
- 10) To draft responses in relation to MP, Cllr requests for information relating to the service area.

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### Essential Criteria

Assessed By:

The ability to extract, manipulate and analyse large data sets to support colleagues and to underpin statutory processes	A / I
The ability to communicate effectively the outcome of analyses of complex data sets to senior colleagues, for example elected members and school leaders	A / I
Highly literate and numerate with experience of researching, collecting, collating, analysing and presenting often complex information in a variety of formats to a wide range of audiences	A / I

The ability to lead on specific projects from inception to completion using project management frameworks where appropriate	A / I
The ability to work effectively with a wide range of partners to ensure best value for the Council, for example to ensure adherence to agreed project scope and brief	A / I
The ability to co-ordinate and manage complex projects involving a range of partners within a defined timescale, for example the engagement with key stake holder in development of project briefs	A / I
The ability to understand and interpret complex legislation relating to education organisation and planning	A / I
Experience of working collaboratively across diverse teams, services and providers	A / I
Excellent organisational skills and the ability to prioritise own work as well as that of others	A / I
The ability to be resilient while working under pressure including meeting external deadlines and dealing effectively with competing demands	A / I
An understanding of the role of the local authority, its partners, and the impact of ongoing changes in the public / education sector	A / I
The ability to promote high standards of professional behavior underpinned by clear values of public service	A / I
Educated to degree level	A / I
The ability to travel independently across the county to attend meetings as an when required	A / I

## Desirable Criteria

Evidence of further professional development in a relevant area	A / I
An awareness of the range of local authority activities, how they interact together and with partners	A / I
Understanding of RIBA Plan of Work and experience of delivering Capital projects	A / I

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These

are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

## Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

## Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> X Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> X Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	