

T5- Education Services Strategy & Development Officer

Directorate: Service area:	Communities Education Service Delivery
Accountable to:	Tier 4a – Delivery Lead Education Services Development
Politically restricted post	No
Grade:	K

Context

You will play an active and important role as part of our service team to support the development and innovation of our service delivery capabilities.

You will support the Delivery Team Lead and wider Education Services in achieving our organisational vision and core aims, delivery plans and outcomes.

You will work collaboratively and effectively to manage your responsibilities to meet the required outcomes of the service delivery plan. You will develop and maintain good working relationships with our range of key stakeholders including statutory partners, service providers, voluntary sector and customers.

Key purpose of the post

- To assist with the co-ordination of Warwickshire's Education Strategy including supporting with the implementation of the resulting delivery plans
- To support the work of the traded services teams to ensure they are well placed to offer and deliver consistently high-quality services.
- To support the facilitation and implementation of system and process developments as they apply to Education Services

Specific role assignment

Delivery responsibilities	• Undertake Education Services data collection, benchmarking, analysis and research as required. • Assisting the design and production of Education Services strategy and delivery plans. • Supporting the co-ordination and monitoring of the quality of traded services provision. • Co-ordinating data collection, monitoring impact and reporting Warwickshire Education Strategy performance against agreed criteria and KPIs. • Supporting the development of Education Services policy and procedures. • Supporting the governance arrangements for the Warwickshire Education Strategy. • Supporting the design and management of consultation processes in relation to the Warwickshire
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	Education Strategy and to coordinate responses to enable effective decision making • To gather and collate evidence and feedback and produce reports and responses for Education Services in respect of the Education Strategy. • Review of traded services performance and related targets. • Provision of support and training for Education Services staff for implementation of the Warwickshire Education Strategy and traded services provision. • Supporting the facilitation and implementation of system developments as they apply to Education Services, including relevant policy and legislative changes. • Deputise as required for Education Services at meetings with Council enabling services.
Key business measures	You will support the co-ordination, monitoring and reporting of measures identified through the Education Strategy
Statutory responsibilities (if applicable)	N/A
Specific experience	• Experience of working collaboratively with a range of partners and stakeholders • Experience of supporting the implementation and application of strategy work • Experience of supporting business planning for service delivery. • Proven project management experience • Experience of delivering training to staff. • Experience of undertaking data collection, monitoring and analysis • Ability to communicate complex ideas and data in a clear way to a variety of audiences using exceptional verbal and written communication skills. • Experience of the use of data and project reporting systems to support strategy and delivery. • The ability to be resilient while working under pressure and dealing effectively with competing demands • An understanding of Education Services and its statutory duties and underpinning legislation.
Specific qualifications/and registration	Degree level qualification in a relevant discipline or a relevant professional qualification.
Key stakeholder relationships	• Schools and academies • Commissioners • Stakeholders and partners

- An ability to travel effectively, on a regular basis, across the whole county in line with service policy and practice.

WCC values and behaviours

The post holder must be able to demonstrate that they role model the WCC values and behaviours.

Our Values – The Warwickshire DNA



High performing



Collaborative



Customer focused



Accountable



Trustworthy

Our Behaviours



do what
we say



move with
purpose
and energy



focus on
solutions



help people
and
communities
to find their
own solutions



build strong
working
relationships



be the
best we
can be

Strategy... the direction we will take to achieve our outcomes



Plan... what we will do to achieve the strategy



Commissioning... the process of how we will plan, purchase and monitor our services



Strategic Commissioning... the process for understanding, planning and delivering services to achieve the best outcomes



Operational Commissioning... the process for meeting need at an individual level or to a specific group



Delivery... providing services to our customers

