

JOB SUMMARY

Post Title	<i>Strategic Development Assistant</i>						
Job Family	<i>Service Delivery</i>	Pay Range	<i>08</i>	Line Manager to others?	No	Role profile ref	<i>SD08</i>
Service Area	<i>Children's Services</i>						
Line Manager	<i>Capital Programme Project Manager</i>						
Location	<i>County Hall – Floor 3</i>						

Job Purpose

Assists with the financial aspects of the Childrens Services Capital programme, performance management of contractors, procurement and contract management, site inspections and audits. A key aspect to the role will be leading on the communication with stakeholders including elected members and Town and Parish Councils.

This role includes providing effective business support in the management of school places on the Isle of Wight to ensure that the sufficiency of school places matches demand, and that building stock is utilised in the most effective way.

Working in collaboration with the Capital Programme Project Manager this role provides support to develop and deliver the strategic planning requirements for a wide remit of programmes, including new government initiatives and any local changes.

Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)

1. Assist in delivery of the Children's Services Capital Programme, determining priorities, managing expenditure and strategies, setting budgets and ensuring projects delivered on time and within budget.
2. Assist with complex negotiations with governing bodies and headteachers on major costing and implementation issues to ensure effective use of resources in accordance with current Children's Services agendas, best value, corporate and central government initiatives.
3. Assist with major building schemes, being first point of contact for all stakeholders.
4. In conjunction with colleagues, manage School Places on the Isle of Wight, to include meeting and negotiating with Headteachers, recommend strategies for effective use of school buildings.
5. Advise on priorities for capital investment, based on suitability and sufficiency of buildings, provide operational support to schools on day-to-day basis on matters such as health and safety, extended use, etc.
6. Develop agreements, MOUs and other arrangements with Legal, and non IWC organisations (LCP's/Local councils/Diocese) to protect IWC interests or allow alternate / external use of school sites.
7. Work with Special Educational Needs Teams to advise on strategy for capital investment.
8. Assist in the closure of schools and coordinate amalgamations, relocation of services and the alternative use/future of the school building.
9. Early Years - working with EYT to develop capital investment strategies and the finding of accommodation for new settings and advising schools on the processes required to develop new settings on a school site.
10. Assist on Emergency school closure issues and disaster recovery plans for effected schools. To include being available 24/7 via telephone to receive notifications from Headteachers/COG.
11. Support schools and Area Directors with outcomes from OFSTED inspections, addressing site safeguarding and building provision/standards issues.
12. Assist with the completion of the annual net capacity assessments, SCAP return, and capital spend survey.

Knowledge, Skills and Experience

Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Relevant practical experience of working	<i>Understanding of legislation and</i>	x	

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with and understanding of the relevant legislation, statutory frameworks / requirements and good practice guidance.	<i>professional best practice for school buildings and playing fields (sec 77).</i>		
	<i>Understanding of the most up to date Building Bulletins which define expectations for school building standards as defined by the Department for Education.</i>	x	
Practical knowledge of a range of procedures and specialist equipment to support clients.	<i>Experience of delivering improvements to school's facilities. Practical experience in a project management role.</i>		x
Working knowledge of IWC professional groups and external agencies as relevant to the role.	<i>Confidence in dealing with Elected Members, Headteachers/Governing Bodies, and external agencies.</i>		x
	<i>Hold a commercial understanding of strategic procurement and construction works.</i>		x
Sensitivity and empathy to build trusting and supportive relationships.	<i>Ability to hold open and transparent discussions which can prove challenging when managing expectations but also maintaining trust.</i>	x	
Proven ability to interpret situations, analyse behaviours to make judgements and deliver interventions to achieve outcomes.	<i>Ability to support a school place planning project by analysing pupil movement patterns and demographic data to identify areas of future pressure. Interpret behavioural trends in parental preferences and school admissions to recommend targeted interventions, such as adjusting planning areas and proposing expansions/reductions.</i>	x	
Proven ability to build and maintain constructive working relationships with a range of people.	<i>Build strong relationships by maintaining clear communication, understanding different priorities, and facilitating collaborative problem-solving. This helps to ensure timely data sharing and joint decision-making to support effective planning outcomes.</i>	x	
Proven ability to research, analyse and present complex information.	<i>Assist the organisation of projects by keeping track of tasks, updating schedules, and arranging meetings. Ensuring everyone has the correct information and that deadlines are met without delays.</i>	x	
	<i>Knowledge of the layout of business correspondence and reports including the use of the Plain English Guide.</i>		x
Proven ability to prioritise own workload and achieve deadlines.	<i>Ability to work under pressure and prioritise workloads with the minimum of supervision in a busy, fast paced office environment with conflicting demands</i>	x	
Literate and numerate. Ability to maintain required records.	<i>Experience of financial management. Ability to understand data, review for accuracy and flag any inaccuracies.</i>	x	
	<i>Experience in the organisation of events, conferences, or consultations/workshops</i>		x
ICT skills including use of Microsoft applications.	<i>Knowledge of word processing packages and spreadsheets.</i>	x	
Proven ability to communicate one to one and in small groups.	<i>Ability to manage expectations and communicate with a wide range of customers such as schools, property services or legal consultants, Department for Education etc.</i>	x	

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Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Educated to level 4 standard or able to demonstrate equivalent experience.	<i>Associate Project Management (Level 4) or equivalent experience.</i>	x	
Other Requirements			
Proficient in English language and communication.			
RSA III (Word Processing) or equivalent professional qualification.			
Full UK driving license and access to a vehicle			
May be required to work out of normal working hours for emergency call out, member committees and emergencies, as and when required.			
The role will be subject to an Enhanced DBS check			
May be required to undertake additional work as commensurate with role and grade			
Organisation Structure (optional)			