

Job Description

Sufficiency, Planning & Capital Investment Manager

Directorate:	Children & Young People
Grade:	HC09
Location:	Access & Capital
Responsible to:	Team Manager

Organisational information:

Responsible to:

- Head of Educational Development (line management)
- Reporting to the Project Senior Responsible Officer for the development of projects

Quantifiable measures relating to the post:

(eg. number of staff managed, number of patients, size of local population, budget)

Responsible for:

- Sufficiency, Planning & Capital Investment Team;
- School sufficiency and pupil place planning;
- Making recommendations for spend in the capital programme for 98 schools and 400 early years providers;
- Ensure appropriate and necessary governance in place for all Children & Families capital projects;
- Formulate and apply the strategy for schools capital investment, creating policy for capital spend;
- Developing, securing funding for and delivering the Children & Families capital programme (£30m);
- Working with the Senior Responsible Officer, colleagues and others as required to build, cost and maintain a robust business case in line with Service and County Plan requirements and provide a full governance process to monitor, record and seek the necessary approvals for change requests, issues and risks and project handover;
- Oversee the delivery of projects with significant budget implications (>£1m), significant resource implications and manage the complexity of risk.

Key relationships/functional links with:

(main relationships with people inside and outside the organisation that the post holder will come into contact with during the course of their work)

Internal:

Managers and staff at all levels within Council with presentations required at Project & Programme Board level (Assistant Directors / Directors).

External:

Elected members, external agencies, development partnerships, NHS and public sector organisations, the community and voluntary sector and service providers, diocesan bodies; neighbouring and statistical partner Local Authorities; Department for Education, school head teachers, staff and governors, parents, children and members of the public.

Main Purpose of Job:

- To play a major role in developing a strategic approach to the Directorate's capital investment and asset management planning, including school place planning.
- To develop and oversee the implementation of robust asset management and capital investment processes, to ensure assets are fit for purpose and contribute to improving outcomes for children and young people.
- To support and manage the identification of, delivery and handover of Children & Families projects using the council's project management framework.
- Ensure that a governance process is applied so that change, issue and risk are identified, recorded and that documentation is evidenced.
- Development of strategy documents that deliver the County Plan.
- To ensure that Children & Families projects are delivered within agreed budgets, timescales and quality and achieve the outcomes set out in the business case.
- To ensure that there are sufficient school places to meet demand by making accurate forecasts and submitting mandatory DfE returns

Main Responsibilities/Accountabilities/Key Result Areas:

The jobholder will be expected to complete the responsibilities/accountabilities effectively in order to deliver the key objectives of the organisation:

- Provide governance advice for all Children & Families capital projects;
- Submit funding requests to secure required funding for capital projects;
- Represent Children & Families directorate on S106 planning appeals / hearings;
- Submit applications to the Secretary of State;
- Submit statutory returns to government;
- Identification of projects for inclusion in schools investment strategy;
- Forecasting pupil places;
- Asset management planning
- To make a significant contribution to the development and implementation of Herefordshire's plans for children and young people in this area of service delivery / work.
- To be accountable for the work of the post and ensure that work output is of the highest quality and in accordance, where appropriate, with current regulations/legislation/ Council standards.
- To be responsible for personal continuous self development in order to enhance personal performance and to undertake relevant training and development.
- Work in partnership with others; within the organisation and with external organisations, seeking joint solutions and positive outcomes for customers.
- Ensure everything we do is focused on the customer, child, young person and family.
- To co-ordinate and manage the Sufficiency Planning and Capital Investment Team.
- Operational lead manager for Early years sufficiency and school place planning and school organisation.
- Operational lead manager for the implementation and maintenance of a robust capital investment plan for the Directorate, including schools.
- Operational lead manager for the process of establishing the Children & Families Capital Programme, including major Government funding programmes.
- Operational lead manager for the client side on capital projects, ensuring timely and quality advice & support is provided to schools, centres, Children & Families managers and staff on building development and capital project management.
- To lead the delivery of projects from concept to completion, including options appraisals, identifying the preferred option and handover. This includes working with the programme management office to lead and drive the implementation and realisation of the project, setting up and managing Project Boards, Highlight Reporting and management of the governance of the project, record and report change, issues and risks.
- Management of the day to day activities of the project ensuring that the Senior Responsible Officer and other key stakeholders are informed of deviations from the plan

or other control tolerances.

- To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports.
- Working within resources provided, to ensure local systems, skills and processes are in place and applied consistently to secure high quality information, data, analyses and reports.

Job Activities:	Frequency
<ul style="list-style-type: none"> • Production of pupil forecasts and submission of statutory School Capacity return (SCAP) to enable long term planning for early years and school places and to ensure that the implications of future pre-school and school pupil numbers are thoroughly researched and planned for. 	(May – July annually)
<ul style="list-style-type: none"> • Undertake all statutory processes involved with school reorganisation, including consultation arrangements and competition arrangements relating to new school provision, applications to the Secretary of State for changes of use and/or disposals of school land 	As required
<ul style="list-style-type: none"> • Establishing, maintaining and monitoring the Directorate Capital Investment Plan, to inform service planning and capital investment priorities. Create school asset management plans including undertaking school suitability and sufficiency assessments and ensure schools are spending on and addressing, their maintenance liabilities. 	Daily
<ul style="list-style-type: none"> • Establishing the Children & Families Capital Programme, including major Government funding programmes, to include the objective evaluation and ranking of bids. 	Annually
<ul style="list-style-type: none"> • Forward planning for capital investment – analysing technical and other data and developing strategies and investment proposals. 	Monthly
<ul style="list-style-type: none"> • Client side management and implementation of capital projects and programmes. 	
<ul style="list-style-type: none"> • Development of the Council's strategy on securing Section 106 funding in relation to Children & Families Directorate. Representing the directorate at planning appeals / inquiries. Managing S106 spend in schools ensuring appropriate projects undertaken, governance decisions in place and reimbursements to schools. 	Monthly
<ul style="list-style-type: none"> • Preparation of capital building project briefs, commissioning of feasibility studies and co-ordination and liaison with consultants, other colleagues and partners. Submitting applications for funding requests for capital spend. 	Monthly
<ul style="list-style-type: none"> • Monitoring progress and spend on capital projects. 	Weekly
<ul style="list-style-type: none"> • Evaluation of completed capital projects. 	Monthly
<ul style="list-style-type: none"> • Provide a source of expertise for schools and other CYPD establishments, managers and staff in relation to capital project management, premises development planning, procurement and national design guidance. 	Daily
<ul style="list-style-type: none"> • Monitor schools compliance with Standing Orders, legal requirements etc. in relation to capital projects. 	Weekly
<ul style="list-style-type: none"> • Assess and approve as necessary schools' spending plans for Devolved Formula Capital. 	Monthly
<ul style="list-style-type: none"> • Develop and participate in the evaluation of tenders submitted by consultants and contractors, including framework partners. 	As required
<ul style="list-style-type: none"> • To work effectively and positively across the Council and beyond for the benefit of customers and in particular schools, including pupils, staff and governors, Children & Families centres/facilities and their 	Daily

clients and staff.	
• To represent the Head of Educational Development at Department Leadership Team, as required.	As required
• To effectively lead and manage staff within the team, ensuring that they are properly trained and deliver a high quality, professional service to all customers at all times.	Daily
• Developing the project business case to ensure that projects have a clear business objective and identified benefits of the outcome of the project	Monthly
• Develop, maintain and lead project planning including: in conjunction with PMO identifying the project scope, goals and deliverables, tasks and resource requirements; developing plans and timelines and ensuring governance and decision making process is followed	Daily
• Ensure the projects align with the overarching strategy, priorities and County Plan / Delivery Plan	Monthly
• Act as the capital budget manager and Spend Manager where there is an identified need for the Service to perform this spend manager role.	Daily
• Manage and profile project budgets effectively across the lifecycle of the project. Undertake project scoping and ongoing management to ensure projects align with the business case.	Monthly
• Provide timely and accurate reporting from each project, and track progress towards completion	Weekly
• Provide regular highlight reports to key stakeholders detailing progress, risks and position against the project scope & budget	Monthly
• Develop and update all relevant project documents. Utilise the agreed project management procedures, software and documentation	Weekly
• Ensure a smooth, effective and informed handover	As required

Other information:

1. Disclosure type: enhanced
2. The post holder is required to work unsocial hours –evenings / weekends)
3. The post holder will be required to comply with the organisation’s policies and procedures, and to undertake all mandatory training as required.
4. **For all school staff and any post working with children, young people and vulnerable adults:**
Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that staff are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Staff have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.
5. All employees must be able to commit to Herefordshire Council’s equality policy and values, treating colleagues and customers with dignity and respect. All forms of bullying and harassment, and the use of inappropriate language, are unacceptable.

6. This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.
7. Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.
8. In order to recruit the best people for our organisation, all requests for flexible working arrangements will be considered, and we offer a fully inclusive and accessible recruitment process.
9. The organisation has a no smoking policy. Staff are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

Line Manager Name:	Date:
Quentin Mee	
Date Job Description last reviewed:	
14/10/2021	