



Sufficiency and Capital Strategy Manager (Education)

Salary Band 13, £59,017 to £66,085 per annum, pro rata

Hours : Full time, 37 hours per week

Contract: Permanent

(Part time (0.7+) or term time only working would be considered for the right candidate)

The post will be based at Portsmouth Civic Offices with the option to work remotely 1-2 days per week.

Portsmouth Local Authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Role

The post holder is the lead and senior adviser for sufficiency (school places) and prioritising capital investment into education provision.

Portsmouth has seen a rapid increase in the number of children with special educational needs and disabilities (SEND) and in the complexity of these needs. The key challenge for the post-holder will be ensure that Portsmouth is able to meet this demand by increasing the number of high quality places available for children and young people with SEND and those needing Alternative Provision in Portsmouth's mainstream schools, inclusion centres, and special schools. This will include delivering an agreed £7.5m project to create new specialist provision at the Omega Centre, and a £1.6m expansion project to deliver additional places at Cliffdale.

They will need to work with the Head of Sufficiency and Resources to continue to make the case to elected Members and to DFE for making additional financial investment in this area and ensure that the resources available are used to bring maximum benefit in line with our inclusion strategy.

Alongside this they will also need to manage the "business as usual" work of pupil place planning, school reorganisation and capital strategy, including:

- ensuring a sufficient number of school places to meet statutory requirements.
- pursuing opportunities to bid for capital funding.
- leading the educational capital programme to deliver a range of schemes and projects.
- managing academy transfers in line with the agreed programme of academy conversions; and
- taking lead responsibility within the education department for property and building issues as they arise.



The post of Sufficiency and Capital Strategy Manager will be based in the Sufficiency and Resources Service and will work closely with colleagues across the Children, Families and Education Directorate, the Council, and with schools and Academy Trusts.

Key tasks and responsibilities:

Sufficiency

- Ensure that services provided are delivered in an effective and efficient manner to enable the local authority to meet its statutory obligations for school place planning.
- Monitor and report on the provision of school places to the Service Head (Sufficiency and Resources).
- Formulate recommendations for the Cabinet Member for Children, Families and Education for commissioning additional and/or the reduction of pupil places.
- update and refresh the primary, secondary and SEND school place policies and strategies, as required.
- To maintain a relationship with the Department for Education (DfE) colleagues with an interest in sufficiency areas of work.
- Ensure the service completes all annual returns to the DfE, including but not exclusively the SCAP (school capacity survey), Condition Spend Data Collection, High Needs Capital Spend Data Collection.
- To work in partnership with City Development to ensure viable plans are in place to support the relocation of schools where necessary to facilitate regeneration developments.
- Ensure housing developments that are planned across the city are captured in the pupil place planning methodology and work with Planning Authority colleagues to negotiate Developer Contributions for pupil places as required.

Capital Strategy

- To lead and oversee the council's overall education capital programme making recommendations for capital investment in line with the strategic priorities of the Directorate and ensuring projects are implemented effectively.
- To lead, manage and submit Education's annual capital bid to Members working closely with officers from across the Directorate.
- To lead, manage and submit applications for Education capital investment into the city and oversee implementation of successful projects.
- To work closely with the Head of Building Maintenance to commission an Asset Management Plan for LA Maintained schools and ensure associated maintenance work is carried out.
- Work with the Head of Inclusion to ensure that there are sufficient high quality places for pupils with SEND in mainstream schools, in inclusion centres attached to mainstream schools, and in specialist provision.
- Commission and manage projects in line with the SEND and AP Accommodation Strategy.
- To work closely with Finance colleagues to ensure there are sufficient resources to facilitate an annual programme of essential building condition projects.)
- To act as PCC's lead officer for education capital projects affecting Portsmouth schools led by other parties e.g. projects initiated by Academy Trusts, ESFA funded school rebuilding projects.



- To act as lead officer for any PFI School building related issues.

School organisation

- To lead on school organisation in the city and update and refresh the school organisation strategy.
- To lead on any structural changes and ensure all statutory processes are followed where changes are being prescribed e.g. school amalgamations, school federations, changes in designation, changes to the Planned Admission Number, etc.
- To continue to keep school catchment areas under review and make changes as and when necessary.
- To be the strategic lead for school academy transfers and ensure all transfers are completed in a timely fashion.

Who is the person

The post holder could come from a range of backgrounds - they may already be working in a local authority, or they may be a senior leader in a mainstream or special school or a multi academy trust. Irrespective of professional background, we are looking for someone who:

- Understands about the challenges and opportunities associated with supporting children with SEND in different settings including in alternative provision that means they will have credibility with Head Teachers and other senior stakeholders in bringing forward proposals for increased provision.
- Has excellent communication and influencing skills, and the ability to build effective relationships and partnerships with senior colleagues within and outside the council, including Headteachers, CEOs of Multi Academy Trusts, Chairs of Governing Boards and Trusts, DfE and ESFA officials, Office for the Schools Adjudicator, etc
- Has experience of successful project management, ideally in the management of capital projects, but which could be related to another area.
- Understands and can apply pupil forecasting data

Knowledge and qualifications

- Educated to degree level / NVQ Level 4 equivalent.
- Extensive knowledge and understanding of the challenges and opportunities associated with supporting children with SEND in different settings including in alternative provision

Experience

- Extensive knowledge and experience of pupil place planning, school organisation and education capital strategy at a senior level **or** extensive knowledge and experience of meeting the needs of children with SEND gained at a senior level in a mainstream or special school or a multi-academy trust.
- Extensive experience of preparing and writing documents for a range of audiences which might include strategic plans, consultation documents, bids, etc.
- Experience of successfully working with a wide range of stakeholders and senior leaders to deliver complex projects which could be in relation to school buildings or in another education or construction area.

Abilities and technical skills

- Ability to develop strong working relationships to engage and influence a variety of stakeholders.
- Proven leadership skills in a highly complex and changing environment.
- Highly developed communication and influencing skills – able to work effectively across a large and complex organisation and in a multi-agency setting; able to hold high level meetings with senior leaders from across the city including Headteachers, CEOs of Multi Academy Trusts, Chairs of Governing Boards and Trusts, DfE and ESFA officials, Office for the Schools Adjudicator, etc.
- Ability to manage a large workload and effectively prioritise and organise own workload and that of others across a competing agendas and stakeholders.
- Ability to work with limited assistance and supervision. High level of energy and drive.
- Strong project management skills and experience, ideally delivering capital projects
- Clear understanding and application of pupil forecasting data.
- Ability to objectively analyse problems, reach logical conclusions and investigate wider impact outside own work area.
- Ability to deliver presentations to service colleagues, headteachers, school staff and internal colleagues
- Effective negotiating and influencing skills.
- IT competent - able to manage complex data
- Innovative and open to new ways of doing things. Interested in best practice, learning from others and driving change.
- Ability to produce (and support others in delivering) high quality written work
- Excellent team management and leadership skills
- An understanding of equality within the workforce and how it can impact on this post.
- Excellent team player who understands and appreciates the benefits of a diverse workforce and recognises the value in different styles, approaches and contributions.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.