

## **Sufficiency and Capital Strategy Manager (Education)**

**Salary:** Band 13, £59,017 - £66,085 p.a. (£35,410 - £39,651 actual salary for 0.6 FTE).

**Hours:** This is a part time post offered at 0.6. There is some flexibility about the actual working hours, which will be discussed at interview.

**Contract:** Permanent

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 Children, Families and Education Directorate is primarily focused on delivering its statutory duties and a range of high-quality supporting traded services. One of the Council's goals is to improve the quality of education in Portsmouth.

The Sufficiency and Resources Service supports school organisation, school management and school improvement through liaison with senior school leaders and other council teams, as well as its work directly with children and young people. Its priority is to ensure that all services are of high quality and deliver effective support to meet the needs of both internal and external partners.

### **The Team**

The priorities of the School Sufficiency and Capital Strategy Team include:

- 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, and
- managing academy transfers in line with the agreed programme of academy conversions

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 Directorate, the Council, and with schools and Academy Trusts.

### **What is the role?**

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

### **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 school place planning strategy 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, 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.
- 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.
- To work closely with the Head of Building Maintenance to commission an Asset Management Plan for LA Maintained schools.
- 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 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 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:**

You will have:

1. Extensive knowledge and experience of pupil place planning, school organisation and education capital strategy at a senior level.
2. Extensive experience of preparing and writing strategic plans, consultation documents, capital bids, etc.

3. Experience of successfully working with a wide range of stakeholders and senior leaders to deliver complex multi-disciplinary education capital and school organisation projects.
4. The ability to develop strong working relationships to engage and influence a variety of stakeholders.
5. Proven leadership skills in a highly complex and changing environment.
6. 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.
7. The ability to manage a large workload and effectively prioritise and organise own workload and that of others across a competing agendas and stakeholders.
8. The ability to work with limited assistance and supervision. Possess a high level of energy and drive.
9. A clear understanding and application of pupil forecasting data.
10. The ability to objectively analyse problems, reach logical conclusions and investigate wider impact outside own work area.
11. The ability to deliver presentations to service colleagues, headteachers, school staff and internal colleagues
12. Effective negotiating and influencing skills.
13. IT competent - able to manage complex data
14. Innovative and open to new ways of doing things. Interested in best practice, learning from others and driving change.
15. The ability to produce (and support others in delivering) high quality written work
16. Excellent team management and leadership skills
17. An understanding of equality within the workforce and how it can impact on this post.
18. Excellent team player who understands and appreciates the benefits of a diverse workforce and recognises the value in different styles, approaches and contributions.
19. Extensive knowledge of pupil place planning, school organisation and education capital both at a local and national level.

### **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.

This role is eligible for a DBS check and the DBS have published a privacy notice to ensure individuals are fully informed of the use of their personal data; their rights and that Portsmouth City Council are meeting the necessary requirements when submitting DBS checks. It is important that you read and understand this privacy policy before any application is submitted to the DBS.

Visit the Gov website to read the full notice.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.