

## CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

<b>DEPARTMENT: Children's Services</b>	<b>SERVICE GROUP: Access and Inclusion</b>
<b>POST TITLE: Local Offer Officer</b>	<b>REPORTS TO: SEN Planning and Project Manager</b>
<b>GRADE: SO1/SO2</b>	<b>SAP POSITION NUMBER : 50152413</b>

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The following points should be noted:

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes. As a candidate/employee you will be expected to demonstrate your ability meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting.

<b>Key Purpose of Post:</b>
To lead on the maintenance, monitoring and development of the Special Educational Needs and Disability (SEND) Local Offer and associated projects ensuring the engagement of relevant stakeholders.
<b>Main Responsibilities of Post:</b>
<ul style="list-style-type: none"> <li>• Implement and have regard to Children's Services policies and procedures, including living and promoting Children's Values and Vision.</li> <li>• To ensure the co-ordination and development of the Local Offer is in line with all other Children's Services and Directorate policies and projects where appropriate.</li> <li>• To manage the Local Offer Website, to be the lead officer in creating, updating and maintaining the information to ensure that it is of appropriate quality and content.</li> <li>• To lead on the monitoring and review of the Local Offer providing research, preparing documents and reports, the management of information and presentations to colleagues and key stakeholders.</li> <li>• To lead on the collection and analysis of feedback information and data received on the Local Offer</li> <li>• To lead on the involvement of parents/carers and children and young people with SEND in the development and review of the Local Offer.</li> <li>• To maintain systems to collect feedback on the Local Offer</li> <li>• To facilitate the Local Offer steering group and oversee sub-groups comprising representatives of all the relevant stakeholders.</li> </ul>

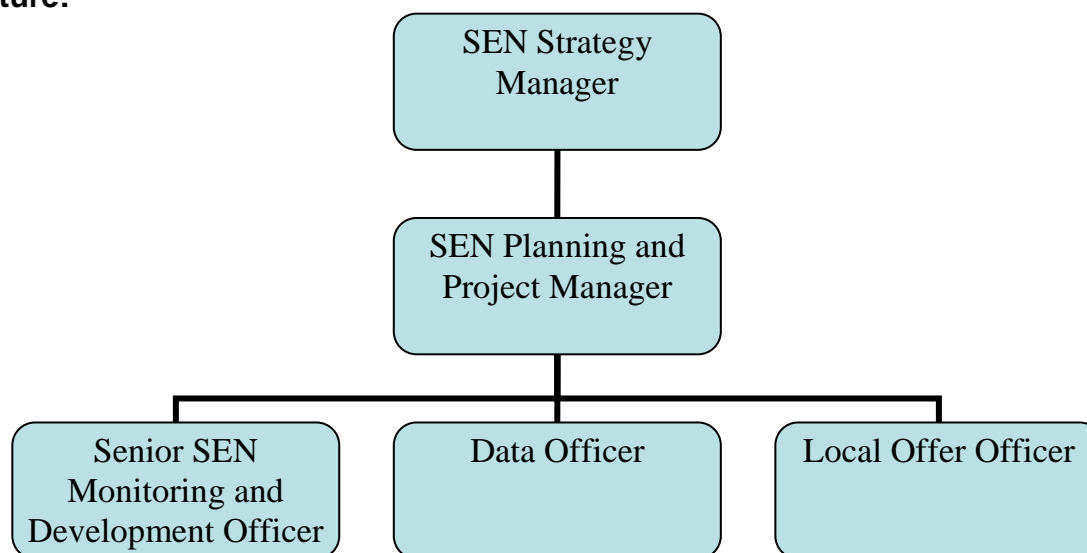
- To produce an implementation programme including a communication and co-production strategy for all projects. Monitor progress and ensure as far as possible that milestones are met.
- Effectively manage a varied workload, ensuring all projects are well planned, outputs are achieved and milestones met, through efficient project management.
- To consult with relevant parties (both formal and informal) and to report progress to relevant stakeholders.
- To ensure parents/carers and children and young people with SEND have access to information, advice and guidance on SEND.
- To efficiently utilise Children's Services software – Word, Email, Excel, FM Easy, Powerpoint, EMS, CASPA, SEN Tracker.
- Carry out other duties as required by the SEN Strategy Manager, SEN Assessment Service Manager and SEN Planning and Project Manager.

The postholder is part of a team of 4, supporting children and young people in 155 primary schools, 28 secondary schools and 7 special schools.

The post makes routine day-to-day decisions within set systems, referring others to a more senior manager.

Routine communications will include children and young people, parents/carers, professional colleagues within Children's and Adult's Services and other external agencies.

**Structure:**



**Special Knowledge Requirement (used in short listing):**

**Carries out the working practices, procedures and basic operations across a specialist area ie supporting children with Special Educational Needs, working in an education or care related field**

**Understands and applies health and safety working practices, including risk in own area of work and or across other areas of work ie working with individuals**

<b>with special educational needs and their carers, parents etc (inc legislation)</b>
<b>Uses a wide range of basic computer applications and competent in use of Microsoft packages including Word, Excel, Powerpoint, Outlook and Access. Experience in the use of the internet and leading on the development of ICT as a communication tool.</b>
<b>Leading projects and project management, including research and reporting findings and outcomes both written and verbally</b>
<b>Knows and understands how to analyse, interpret and present complex information from a variety of sources</b>
<b>Effective communication and engagement with children, young people and their Families</b> <ul style="list-style-type: none"> <li>• <b>Building trust and establishing relationships</b></li> <li>• <b>Listening, building empathy and using clear language appropriate to age, ability, culture and personality</b></li> <li>• <b>Summarising, explaining options, consulting and involving children and young people, parents and carers and colleagues in decisions and courses of action.</b></li> </ul>
<b>Demonstrate understanding of consultation, participation and engagement with stakeholders</b>
<b>Ability to establish, develop and maintain good working relationships with a range of agencies and providers</b>
<b>Understand, explain and implement relevant legislation related to Education, Health Social Care and/or special educational needs</b>
<b>Recognise how organisations can work together to improve service delivery</b>

<b>Relevant experience requirement: Used in Short listing</b>
<p>The successful candidate will be able to demonstrate 2-3 years experience in:</p> <ul style="list-style-type: none"> <li>• Working in an education or care related field</li> <li>• Multi-disciplinary working in the statutory or voluntary sector</li> <li>• Highly developed organisational skills</li> <li>• Team work and working on own initiative</li> <li>• Competent in use of Microsoft packages</li> <li>• Experience in the use of the internet and leading on the development of ICT as a communication tool</li> <li>• Familiarity with SAP or a willingness to learn</li> </ul>
<b>Relevant professional qualifications requirement: Used in short listing</b>
<ul style="list-style-type: none"> <li>• Educated to NVQ Level 4 in a related subject</li> <li>• Project management qualifications</li> </ul>
<b>Core Employee competencies</b>
<b>Carries Out Performance Management</b> – covers the employees capacity to manage their workload and carry out a number of specific tasks accurately and at a high standard.
<b>Communicates Effectively</b> - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building

relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information.
<b>Carries Out Effective Decision Making</b> - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.
<b>Undertakes Structured Problem Solving Activity</b> - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.
<b>Operates with Dignity and Respect</b> - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.

<b>Management Competencies:</b>		
<b>Operates with Strategic Awareness</b> Our managers work with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably.		
<b>Practices Appropriate Leadership</b> Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self interest for the sake of the team or service. They consider serving the District in all that they do.		
<b>Delivering Successful Performance</b> Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District's vision & work to achieve Council's values & agreed outcomes.		
<b>Applying Project and Programme Management</b> Our manager's work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning.		
<b>Developing High Performing People and Teams</b> Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council's values and goals.		
<b>Working Conditions:</b>		
Must be available to occasionally work outside normal hours. Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions. Must be able to travel independently.		
<b>Special Conditions:</b>		
An enhanced DBS check is essential for this post.		
<b>Compiled by:Reformatted January 2015</b>	<b>Grade Assessment Date: Reformatted January 2015</b>	<b>Post Grade: SO1/SO2</b>
<b>Date:</b>		
<b>For HR use only</b>	<b>SAP Input Date</b>	<b>Name of Data Inputter</b>