

Department of Business Support - Human Resources

CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

DEPARTMENT: Children's Services	SERVICE GROUP: Access & Inclusion
POST TITLE: SEN Planning & Project Manager	REPORTS TO: SEN Strategy Manager
GRADE:	SAP POSITION NUMBER :

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:

- 1 Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
- 2 Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
- 3 Bradford is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the Council Services.
- 4 The Council is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Key Purpose of Post:
<p>To manage the planning and implementation of the SEN Action Plan and associated projects.</p> <p>To line manage the Senior SEN Monitoring & Development Officers.</p>
Main Responsibilities of Post
<p>The points below represent a broad outline of key accountabilities. Although not expressly stated in this document, more detailed accountabilities and duties will naturally form part of such accountabilities.</p> <ul style="list-style-type: none"> • Implement and have regard to Children's Services policies and procedures, including

Department of Business Support - Human Resources

living and promoting Children's Services Values and Vision.

- To lead on the planning and implementation of projects ensuring the engagement of relevant stakeholders.
- To lead SEN project groups and oversee sub-groups comprising representatives of all the relevant stakeholders.
- Ensure the co-ordination and development of projects is in line with all other Children's Services and Directorate policies and projects where appropriate.
- To produce an implementation programme including a communication and consultation strategy for all projects. Monitor progress and ensure as far as possible that milestones are met.
- Prepare all Leadership Team reports, progress and other reports, business cases, budgets and financial reports necessary for the progress of the strategy.
- Co-ordinate reviews of specialist provision for SEN and development of associated LDD strategies.
- Produce a financial strategy for the SEN Action Plan and associated projects and monitor and report progress.
- To lead on the production, co-ordination, delivery and review of the SEN Action Plan.
- Consult with relevant parties (both formal and informal) and to report progress to relevant stakeholders.
- Ensure parents/carers of children and young people with SEN/LDD have access to information, advice and guidance on SEN.
- To lead on the involvement of parents/carers and children in planning, developing and implementing SEN strategy and provision.
- Contribute to the work of the SEN Leadership Team as requested by the SEN Strategy Manager.
- To lead on the collection and analysis of information and data which supports SEN service delivery.
- To provide leadership to the Monitoring & Development Team.

Job Dimensions:

The postholder leads a team of 2.6 and reports direct to the SEN Strategy Manager. The postholder supports children and young people in 155 primary schools, 28 secondary schools and 7 special schools.

Extent of decision making responsibility:

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

Professional Qualifications:

A first degree or equivalent or proven ability to work at this level.

Routine Communications:

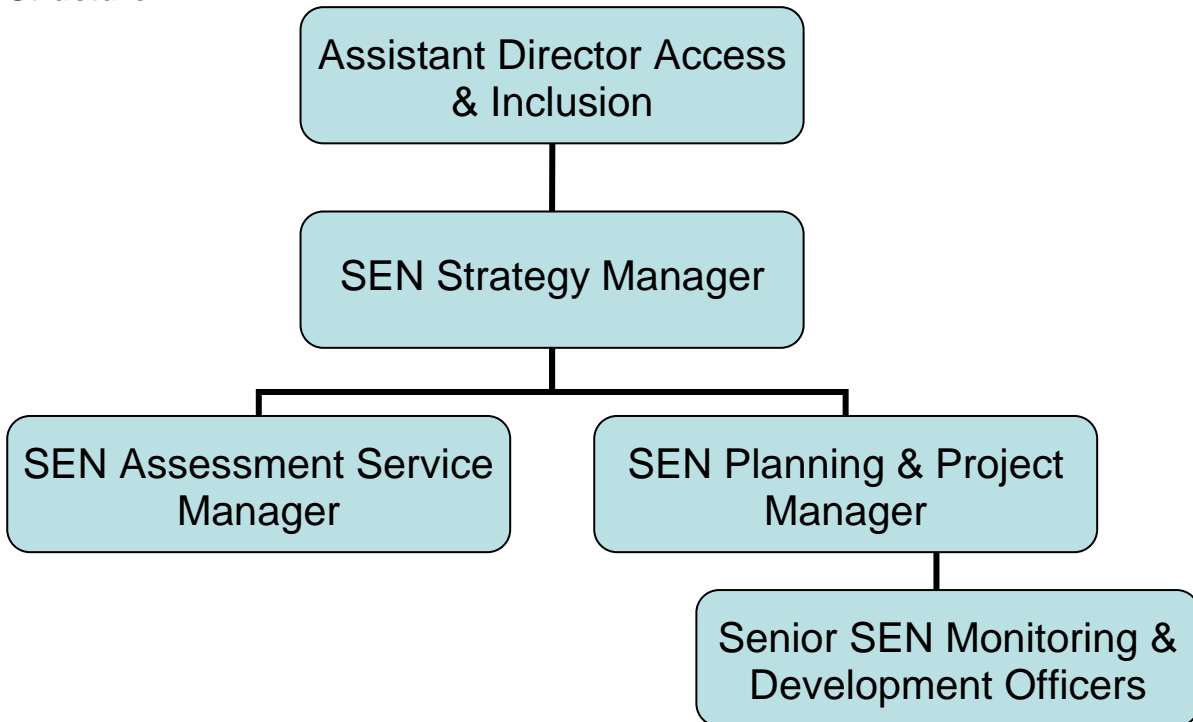
Children and young people

Parents/Carers

Professional colleagues within Children's Services and other external agencies

Department of Business Support - Human Resources

Structure:



Core Employee Competencies:

Number	Skill /Competency
EPF1	Treats others with respect and fairness, showing genuine concern
EPF2	Takes responsibility for own performance and development
EPF3	Shows resilience under pressure and in the face of change
EPF4	Adapts working practices in line with changing service needs
EPF5	Seeks help and acknowledges mistakes appropriately
ESD1	Acts in accordance with the Council's vision, values and priorities
ESD2	Treats people in ways which ensures fair access to services
ESD3	Considers diverse needs of our Communities
ESD4	Promotes community engagement and cohesion
EPCF1	Acts with courtesy and professionalism at all times
EPCF2	Effectively communicates with customers , seeking and responding to views
EPCF3	Takes responsibility for seeing the job through
EPCF4	Is trusted and respected by others
EPCF5	Is a positive representative of the council
ETPW1	Works collaboratively within and across teams/services
ETPW2	Supports others to improve services and deliver required outcomes
ETPW3	Communicates openly, honestly and effectively
ETPW4	Is reliable and keeps promises
ETPW5	Gives praise, recognition and support to others
EAR1	Works effectively and to deadlines

Department of Business Support - Human Resources

EAR2	Operates within financial and resource restraints
EAR3	Is committed to continuous improvement
EAR4	Understands own contribution to service outcomes
EAR5	Consistently performs well
ECII1	Challenges practice and procedures to improve efficiencies
ECII2	Thinks creatively to help solve problems
ECII3	Is open to new ideas and encourages others to adapt to change
Main Technical Skills/Competencies:	
Number	Skill /Competency
BUS1	Able to operate a range of office equipment e.g. telephone, photocopier, fax etc.
BUS2	Able to implement, maintain and manage accurate information retention systems both manual and computerised.
BUS3	Completes clerical and administrative work with accuracy and attention to detail.
BUS5	Able to order resources e.g. materials and equipment.
BUS6	Able to effectively use key IT packages as recognised by Bradford Council.
BUS8	Able to deal with internal and external customers both face to face and over the telephone.
CS1	Effective communication and engagement with children, young people and their families <ul style="list-style-type: none"> • building trust and establishing relationships • listening, building empathy and using clear language appropriate to age, ability, culture and personality summarising, explaining options, consulting and involving children and young people and carers and colleagues in decisions and courses of action.
CS5	Integrated Working- Working with others in the children and young people's workforce to put the child at the heart of decision making, offering help at the earliest point <ul style="list-style-type: none"> • communicating well, sharing appropriate, succinct, objective information and analysis to aid joint decision making • being proactive, persistent and prepared to challenge and be challenged • knowing your responsibilities and others roles and joint procedures.
CS6	Gather and share information appropriately to ensure the safety and well being of children and young people <ul style="list-style-type: none"> • knowing the limits of consent and confidentiality • distinguishing fact from opinion, appraising information and identifying gaps • being open and honest about information sharing with children, young people and their families. • writing reports clearly and ethically.
CUS1	Able to establish the needs of the customer using appropriate questioning techniques and listening skills and uses them to implement solutions.
CUS2	Able to assimilate and apply complex and detailed information and relay it to customers.
CUS3	Demonstrate understanding of the organisation its role in the communities and what it has to offer customers.
CUS4	Able to work flexibly to accommodate the needs of the service.
CUS5	Able to monitor service use by different sections of the community and deploy resources appropriately to ensure no break in service provision.
CUS6	Able to manage own workload and work in an unsupported environment such as with customers in their own home.

Department of Business Support - Human Resources

CUS7	Able to diffuse difficult and potentially harmful situations, support colleagues in dealing with difficult situations and intervene as necessary.
CUS8	Able to drive and have knowledge of Bradford area and road network.
CUS11	Able to control and direct interactions with customers to effective resolution in a timely way promote the organisation and exceed customer expectations.
CUS12	Able to carry out multiple activities and prioritise effort while maintaining a focus on the customer.
CUS13	Forms good working relationships within formal operating structures with clients and customers.
ED1	Able to interpret, understand and apply Equality and Diversity legislation in establishing best practice both at work and in relation to the community.
ED2	Apply anti discriminatory practice and approaches in their day to day interaction with colleagues and clients, challenging bias, prejudice and intolerance.
ED3	Able to actively recognise and challenge stereotypical attitudes & perceptions, supporting people who need assistance in exercising their rights.
ES1	Understand the working requirements necessary to provide a service that directly or indirectly supports colleges, schools and nursery providers to raise the achievement of children and young people in Bradford.
ES2	Understand, explain and implement strategies to supports colleges, schools and nursery providers to raise the achievement of children and young people in Bradford.
ES3	Understand, explain and, where appropriate, implement the relevant legislation.
ES4	Demonstrate commitment to effective working relationships with a range of different agencies and providers.
ES5	Demonstrate the ability to plan, monitor and evaluate work in relation to schools to ensure that outcomes are achieved.
ES6	Be aware of issues that affect the lives of children and young people and understand the potential impact in order to support/deliver effective assessment that produces a plan that addresses identified needs which can be implemented and reviewed.
ES7	Produce and analyse statistical and performance related data in support of the service provided to schools in order to promote improved outcomes for children and young people.
ES8	To understand and implement legislation, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.
PR1	Able to understand and implement project management and progress reporting.
PR2	Demonstrate project planning and management skills.
PR3	Able to successfully manage projects from initiation through to completion, including the development and introduction of new initiatives.
PR4	Able to establish a clear end point with measurable outcomes.
PR5	Actively involves others in the planning process.
PR6	Identifies risks and establishes appropriate strategies to counter them.
PR7	Able to manage a budget.
PW1	Understand multi-agency/multi-disciplinary/partnership working including

Department of Business Support - Human Resources

	private sector/third sector and how these operate within the Council framework to deliver outcomes.
PW2	Able to establish, develop and maintain relationships with partner organisations/professionals from other disciplines /sectors/ the local community to deliver services to contract specification.
PW3	Able to work effectively in order to achieve agreed outcomes with partner organisations/stakeholders/professionals from other disciplines/council members.
PW4	To recognise how organisations can work together to improve service delivery.
PW5	Able to develop and implement organisational policies, practices and procedures with other organisations.
PW6	Able to facilitate partnership working to develop and implement strategies that deliver improved outcomes for local citizens.
PW7	Demonstrate understanding of public consultation, participation in public meetings and working and engagement with communities and other groups.
Management Competencies:	
Number	Skill /Competency
2L1	Develops high standards and strives for success.
2L2	Generates energy & commitment throughout their service.
2L3	Shares their vision in a way which builds team commitment.
2L4	Enables employees to actively shape the organisational change.
2L5	Positively drives, promotes and nurtures the Councils agenda.
2L6	Applies principles and values which leads to collaborative working, enhancement of partnership relationships and supports effective governance.
2L7	Facilitates and supports adaptability and flexibility in managing change.
2L8	Clearly communicates the Councils objectives.
2L9	Supports community engagement and cohesion.
2PP1	Broadens their own and others knowledge of the Council and the Changing Our Council Agenda.
2PP2	Understands the needs of our decision makers and provides them with information that is fit for purpose and is used to support decision making.
2PP3	Mentors/coaches others in order to share knowledge/experience.
2PP4	Demonstrates appropriate & timely communications skills.
2PP5	Champions and actively embraces equality and diversity within projects.
2PP6	Develops a greater awareness of the potential for different and more creative approaches that diversity brings.
2PP7	Establishes and implements workforce planning to ensure team is fit for purpose.
2PP8	Establishes training and development requirements and methods to meet needs within projects.
2PP9	Carries out timely appraisal.
2PP10	Supports trade union liaison.
2PP11	Seeks suggestions for improvements and create mechanisms to encourage participation and sound project management.
2SP1	Implements, uses and reviews systems to control complex operations and minimise risks.

Department of Business Support - Human Resources

2SP2	Interprets organisational objectives and relays key messages to staff.
2SP3	Analyses, organises and carries out trend analysis on complex data.
2SP4	Links performance and prioritisation to service delivery.
2SP5	Supports and encourages staff to meet performance needs.
2SP6	Works with partners & community groups to maximise use of resources to create beneficial outcomes and sustainable communities.
2SP7	Promotes service improvement and acts as a transformational change agent.
2SP8	Seeks opportunities to celebrate great performance and make results known.
2PM1	Implements inclusive planning, commissioning and evaluation processes.
2PM2	Produces plans which consider time, cost & resource implications.
2PM3	Ensures all involved understand & accept their responsibilities & targets.
2PM4	Implements best practice techniques/processes.
2PM5	Motivates and communicates clear expectations to staff.
2PM6	Encourages others in contributing to and achieving objectives/desired end results.
2PM7	Manages project team members to achieve effective outcomes.
2PM8	Enhances partnership/collaborative working to improve service delivery.
2PM9	Manages resources efficiently.
2PM10	Manages risk.
2PM11	Seeks value for money and client focused outcomes.
2PM12	Evaluates outcomes against inputs and initial expectations.
Working Conditions: 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 have access to personal transport.	
Special Conditions: Enhanced CRB check is essential for this post.	

The three boxes below are only required to be completed for grading information purposes
Education/Qualifications:

A first degree or equivalent or proven ability to work at this level.

Experience :

- A minimum of 3 years Project Management experience at a strategic level.
- Operating and delivery services within a regulatory framework.
- Resource management within a local authority or similar organisation.
- Experience of working in an education or care related field.
- Multi-disciplinary working in the statutory or voluntary sector.
- Use of management information systems.
- Knowledge of:
 - i) process and procedures relating to Children's Services;

Department of Business Support - Human Resources

ii) government legislation and policy related to Education and specifically SEN and school reorganisation;		
iii) local government managerial and decision-making processes.		
Compiled by:	Grade Assessment Date:	Post Grade:
Date:		
For HR use only	SAP Input Date	Name of Data Inputter