

## School Organisation and Planning Manager Grade 12/13

### Job purpose

At Kirklees we want to be innovative and creative in the way services are delivered for our communities. The Learning and Early Support Service place children and their families at the heart of what they do and are proud to work with the Kirklees family of schools and other learning providers.

Supporting the Senior Strategic Manager – Education Places and Access, you will play a key role in school organisation and pupil place planning. Commissioning future provision and de-commissioning existing surplus provision. Ensuring a sufficient supply of school places and other learning provision to meet the needs of all children and young people.

You will provide expertise, up to date information, technical advice and guidance to lead and support strategic planning, decision making and implementation.

You will lead a small team which carries significant levels of reputational, legal and financial risks and potentially impacts on the quality of education and outcome standards for many families. The work of the team is subject to intense legal, political and educational scrutiny. You will have strong connections across a number of services in the council to help manage the risks and scrutiny.

Ensuring there are sufficient school places in high quality inclusive provision contributes to the Councils shared outcomes; Best Start in Life, Aspire and Achieve and Sustainable Economy.

This role is based within [Children & Families](#), Learning and Early Support

Find out more about [working for Kirklees](#).

### Key areas of responsibility

- Lead the operational delivery in relation to school place planning ensuring sufficiency of school places across Kirklees.
- In a changing and complex environment ensure effective delivery and legal compliance, providing expertise in statutory and non-statutory school organisation and pupil place planning processes.
- Engage and build professional relationships with a wide range of partners to ensure delivery on key outcomes. Lead, motivate and inspire staff and partners to deliver objectives to a consistently high standard.
- Produce evidence based statutory returns and annual publications including the Department for Education's School Capacity Return and the Kirklees School Place Planning document. In addition you will review and update School Net Capacity information to inform school admission procedures and strategic planning.
- Write reports which present complex information in a way which can be understood by people who do not have an in depth technical understanding of the subject.

- Oversee the process for commissioning new school places including the establishment of new schools and the co-ordination of other school re- organisation and related capital projects.
- Be the single point of contact for schools considering and carrying out a change in school category for example conversion to academies or a change of age range. Providing technical support and advice and coordinating activities required to support a smooth transition through any implementation process. Where required you will lead and co-ordinate a multidiscipline project management approach to supporting schools.
- You will be skilled in the presentation and interpretation of complex data to support the strategic planning of school places using forecasting and modelling techniques to assess the impact of proposed changes.
- Use an array of strategies to effectively communicate with different audiences to ensure positive engagement, effective consultation and supporting the development of strong long term partnerships.
- Co-ordinate an education response to Section 106 procedures for new housing developments, in the context of local planning procedures and local development framework.
- Lead and manage a small team of School Place Planning Officers to support you with the above responsibilities.

## Position of job in organisational structure



## Employee Specification

Knowledge, skills and Experience	Shortlisting criteria
<b>Knowledge</b>	
<ul style="list-style-type: none"> <li>A working knowledge of school organisation regulations and associated statutory guidance.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>An understanding of the legal framework for school organisation and for school organisation and governance structures.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Some understanding of the policies and procedures of the council's decision-making processes.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Understanding of the Councils Contract Procedure Rules and Financial Procedure Rules.</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>Proven ability to use Microsoft Office Word, Excel, Powerpoint, Outlook and ability to use bespoke IT systems would be an advantage (for example MapInfo, Servelec Synergy database, Microsoft Reporter, SAP,, Camptasia).</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Understanding of legislative requirements for information governance and security, including dealing with sensitive and confidential information.</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>Knowledge of good health and safety practice in an office environment.</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>An understanding of safeguarding and what to do if concerns are identified.</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>An understanding about working in a political environment.</li> </ul>	Desirable
<b>Experience</b>	
<ul style="list-style-type: none"> <li>Experience of managing staff including carrying out supervision meetings, annual appraisals, monitoring performance, addressing poor performance, absence management, recruitment and selection.</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>Proven track record in project management</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Experience of report writing</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Experience of manipulating multiple sets of electronic data and combining them to provide an evidence base to support consideration of a complex issue.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Experience of responding to complex customer enquiries and complaints (verbally and in writing).</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>Experience of working with councillors and senior officers</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>Experience of organising, planning and delivering presentations (formal or informal).</li> </ul>	Desirable
<b>Skills</b>	
<ul style="list-style-type: none"> <li>Ability to provide challenge and high levels of support, working with school leaders in the best interests of children, their families and the wider school system. Holding challenging evidence based conversations where needed.</li> </ul>	Essential

<ul style="list-style-type: none"> <li>Ability to produce, use and interpret complex statistical information and present this to inform discussion and decision making. An eye for the detail is an essential skill.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Ability to lead, manage and develop employees. Taking a lead and making things happen by inspiring others.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Ability to develop map drawing and interpretation skills</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Ability to develop knowledge of school admissions regulations and processes</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Ability to develop an understanding of land and building implications of school organisation changes as well as human resources principles that are associated with school re-organisations</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Takes a proactive and organised approach to managing and prioritising workload and is resilient under pressure.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Ability to problem solve and facilitate groups to resolve complex issues or contribute to a strategic debate.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Sensitivity to political, community and religious contexts in which school organisation and planning is required to operate in.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>High level consulting and influencing skills including encouraging others to make positive contributions as well as developing and maintaining effective partnership working</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Excellent communication skills and the ability to communicate with people at all levels in different contexts and adapt communication style to suit the audience.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Ability to create environments where change is seen as an opportunity, doing things better having listened to feedback and adapted learning from success elsewhere.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Excellent team working skills.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Demonstrate excellent customer service at all times, with the ability to resolve situations effectively.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Ability to work independently using your own initiative.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Is positive and flexible and willing to work outside normal office hours on occasions.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Committed to personal and career development and willing to undertake further development.</li> </ul>	Essential
<b>Qualifications</b>	<b>Shortlisting Criteria</b>
<ul style="list-style-type: none"> <li>Relevant qualification in management or able to demonstrate equivalent competences</li> </ul>	Essential

## Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty

- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

## General information

See your responsibilities related to [Safeguarding](#).

Able to work unsocial hours

Travel is an essential part of this job and therefore it would be extremely difficult for you to do your job effectively if you did not use a car for all or most of the time. It is essential that you hold a full and valid driving licence. Exceptions can be made for applicants with disabilities.

Expects that an Enhanced DBS check will be required. Read our [Policy Statement on the Recruitment of ex-offenders](#)

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Office Use Only:

Job ID ref No: **LS 1742**

Last Updated: **28<sup>th</sup> January 2020**