**CITY OF WOLVERHAMPTON COUNCIL**

**JOB DESCRIPTION**

Job Title: School Organisation Officer

Directorate: Education and Skills

Service Group: School Business and Support

Division/Team: School Organisation Team

Responsible to: School Place Planning Manager

Salary Grade: Grade 6

Location: Civic Centre or any other suitable location (within the city of Wolverhampton)

Workstyle: Flexible

Job Purpose and Role

To manage the initiation and facilitation of multiple change proposals in line with the City’s strategic school organisation policy.

To ensure the effective execution of statutory duties in relation to the planning of school provision across the City for mainstream schools.

To monitor and report upon the key factors that influence school place planning to ensure key strategic decisions are informed by robust, timely information.

Principal Duties and Responsibilities

* To manage the delivery of multiple school organisation projects including school closures, mergers, amalgamations and expansions.
* To manage short, medium and long term pieces of work to ensure that school organisation proposals can be executed over a period of months and years to reflect the Council’s school organisation and transformation strategies.
* To lead the planning and delivery of statutory consultation and initiation processes relating to the transformation of mainstream school provision across the City, including the preparation of all required legal documentation.
* Ensure effective communication of all School Organisation activities, ensuring that timescales are clearly communicated to all relevant stakeholders including Councillors, Headteachers, Governors and school communities.
* To lead consultations with key stakeholders on sensitive proposals to alter the school estate. Representing the City of Wolverhampton Council through direct communication with parents, pupils, governors and school staff.
* To guide and report to School Organisation Boards to ensure that strategic decisions are informed by robust evidence and that senior officers and partners are kept fully informed of the status of projects/breaches of tolerances.
* To identify and manage risks, including the development of contingency plans and mitigation strategies.
* To work in partnership with a range of senior internal and external partners to ensure the development, initiation, and delivery of innovative solutions to ensure the effective provision of sufficient high quality school places.
* To develop and manage relationships and expectations of internal and external stakeholders.
* To support the School Place Planning Manager and School Organisation Boards in ensuring that the Council meets its statutory duties to provide sufficient high quality school places, promote parental choice and increase diversity in the education system.
* To be responsible for sourcing, analysing and presenting complex information relating to the school estate and beyond, through the use of specialist Geographic Information Systems and other software packages.
* To be responsible for the production of school place planning reports for Governing Bodies/Trusts and Ward Councillors including the production of democratic reports for Cabinet and other panels as required.
* To guide the ongoing development of strategic school organisation strategies.
* To undertake processes which contribute to the accurate and timely provision of key statutory returns to the Department for Education and other statutory bodies.
* To work closely with partners and stakeholders on interrelated issues to inform the prioritisation of work streams and the formulation of policy.
* To employ a high level of technical knowledge of school organisation, school management and governance issues, including knowledge of relevant legislation, to support the strategic planning of school places.
* To support the development of new models of school organisation/school provision.
* To ensure the timely and accurate provision of information relating the school estate in response to Freedom of Information requests.
* To represent the Council at local, regional and national meetings and events.
* To act in accordance with the Council's Constitution and other Codes of Conduct.
* To participate in staff development, appraisal and training as appropriate, including continuous professional development.
* To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, General Data Protection Regulations, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City-wide priorities.
* To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
* To participate in the wider development of the service and contribute to service improvement as required.
* Effectively manage and review allocated contracts to ensure the required level of performance and best value is achieved in line with the Council’s key strategies; as appropriate and training provided.
* Work with key stakeholders when required to effectively manage contracts to achieve the best outcome for the delivery of the Council’s objectives; as appropriate and training provided.
* City of Wolverhampton Council is committed to Corporate Parenting.

“Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after.”

**Please note: The grade for this job includes consideration of the nature of the job, which will include providing a service at times customers find convenient e.g. Governing Body meetings.**

Effective date:

Signature of post holder:

**City of Wolverhampton Council**

**Person Specification**

**Job Title:** School Organisation Officer

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| **FACTORS** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| Qualifications | * Educated to Degree level in a relevant subject area or equivalent relevant work experience | * Post Graduate Qualification in relevant subject area * Equivalent professional Qualification | Application form |
| Training | * Project Management Qualification or relevant experience * Evidence of continuous professional development | * Geographical Information Systems | Application form |
| Experience | * Substantial experience of successfully managing and delivering multiple projects * Excellent knowledge and proven experience of applying appropriate project management techniques. * Excellent ability to deal with conflicting demands linked to testing or tight deadlines * Experience of contributing to the effective development of short, medium and long term strategic plans * Experience of building and managing stakeholder relationships with senior managers, members of the Council, and external partners * Experience of managing change programmes * Experience of managing sensitive situations | * Practical experience of GIS software * Experience of undertaking public consultations * Experience of undertaking primary research * Experience of undertaking demographic profiling/analysis * Experience of working directly with Headteachers and Governing Bodies/Trusts * Experience of using MS Project or similar project planning tools | Application form  References  Interview |
| Special Knowledge/Skills | * Professional approach to project management. * Excellent interpersonal/communication skills – including the ability to persuade and negotiate * A high level of organisational and analytical skills * The ability to clearly present/explain complex theories and information in a clear and concise manner * Advanced ICT skills (including MS Word and MS Excel) * Able to demonstrate high levels of accuracy and attention to detail * Able to understand, interpret and adhere to legal documentation including statutory instruments * Understanding of the factors that influence demographic change * Knowledge of schools and their relationships with communities | * Understanding of school management and governance issues * Knowledge of Learning and Achievement Services and Corporate Priorities * Knowledge of Educational Legislation | Application Form  References  Interview |
| Personal Qualities | * Analytical and pragmatic approach to delivering solutions * Highly motivated, resourceful and resilient. * Highly customer focused. * Ability to work effectively with people at all levels * Ability to deal professionally and sensitively with a diverse range of stakeholders * Ability to prioritise workload and work to numerous conflicting demands and deadlines * The ability to work both autonomously and as part of a team * Willingness to work flexibly to meet the demands of the post (attendance at evening meetings will be required) |  | Application Form  References  Interview |
| Interest/Motivation | * Interest in educational provision and its impact on improving the life chances of children * Ability to embrace change. | * Appreciation of the importance of effective project management. | References  Interview |
| Commitment | * Commitment to personal development * Strong commitment to the development of provision to improve services for children and families in Wolverhampton * Commitment to the diversity and equality agenda * A commitment to safeguarding and promoting the welfare of children | * School Governor | References  Interview |