

## Job Description

Job title	<b>Education &amp; SEND Business Programme Lead (PA019)</b>
Directorate	PEOPLE : Children and Adults
Division	<b>DIVISION Education &amp; SEND &gt;</b>
Range	MPR 7
Reports to	<b>Strategic Head of Education - Planning and Access</b>

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### Main purpose of the job:

To manage and lead, both strategically and operationally, the Business and Finance function across the Education and SEND Division and play a key role in developing and delivering efficient and effective processes and systems.

- To ensure that all relevant legislation, statutory guidance and Council policy is strictly adhered to and that all processes are maintained against the most up to date versions.
- To work with the Business and Finance Managers across the division to develop plans for cost effective processes and for efficiencies and savings and monitor and approve related budgets.

Liaise with stakeholders in a way that promotes the [vision and values](#) of the Council.

### Accountabilities and outcomes:

- Work with the Business and Finance Managers across the division to develop plans for cost effective processes and for efficiencies and savings and monitor and approve related budgets to ensure that the councils overall financial position is managed and stable.
- Contribute to the review and development of Medway Council policy in relation to Education and SEND, including risk analysis and advice on the financial impact of any proposed changes to ensure that any changes or additions to policy are aligned with the councils budgetary expectations.
- Ensure that all reporting is completed accurately and in a timely fashion to ensure that the directorate has a robust understanding of the budget position and so that future decisions are based upon accurate assessments.

- Ensure all programme plans, activity data, performance and savings data is regularly updated and maintained on the relevant Programme Management System in a timely way to ensure that all reports through to senior officers and members are current to enable informed and relevant decision making.
- Ensure robust and effective quality assurance mechanisms and processes are in place to maintain 100 percent accuracy and delivery within timescales across all services within the divisions that all teams are able to maintain appropriate service levels resulting in customer/user satisfaction.
- Empower and motivate staff to be able to respond effectively to the changing demands of the service through effective leadership to ensure that the team is resilient and has the appropriate resources to deliver appropriate output..
- Ensure staff personal development through effective implementation of the Performance and Development Review process to enable staff to undertake their work effectively and enable future progression.

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

### Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Development Framework.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

### Organisation:

This role reports to the Strategic Head of Education - Planning and Access

The post holder will have line management responsibility.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

### Working Style:

FIXED - The post holder will be permanently based at Gun Wharf, although they may be expected to work at any location across Medway.

## Person specification

All criteria at level A are considered essential unless stated otherwise.

### Qualifications

#### Level A

- Previous practical experience of management complex education related projects/programmes is desirable.

#### Level B (in addition)

- AAT qualification or nearing completion of AAT or similar qualification

#### Level C (in addition)

- Educated to degree level or a qualification in relevant subject matter and extensive experience in educational services and working with schools.
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### Knowledge

#### Level A

- A good working knowledge of financial systems, processes and accounting add in role specific knowledge>

#### Level B (in addition)

- Ability to use advanced theoretical/practical/procedural/organisational/policy knowledge across a specialist area.

#### Level C (in addition)

- Sound knowledge of relational database principles
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### Experience

#### Level A

- Experienced in the identification and management of risk in relation to the role and experience of stakeholder management (internal and external).

#### Level B (in addition)

- Demonstrable experience in analysing and interpreting very varied and highly complex information and develop strategies and solutions for long term plans

#### Level C (in addition)

- Demonstrable experience of taking responsibility for line managing others, providing direction, monitoring progress and empowering them to achieve objectives
  - Demonstrable experience of providing guidance on internal policies and procedures relating to employees, and interpret them based on the needs of individual situations.
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## Skills

### Level A

- Proficient in the use of Microsoft Word, Excel and Outlook
- deals with high levels of work-related pressure, for example from deadlines, interruptions or conflicting demands
- the equivalent of periods of hours at a time (e.g. a morning or afternoon) undertaking repeated manual calculations or other work with figures, or report writing or preparing for a presentation add in role specific skills

### Level B (in addition)

- Demonstrable ability to carry out accounting for considerable financial amounts accurately and with due care and attention.
- Demonstrates excellent leadership, management and communication skills.

### Level C (in addition)

- Demonstrable ability to analyse and interpret varied and complex information or situations develop solutions and/or strategies that take more than a year to formulate.