

## **MEDWAY COUNCIL - JOB PROFILE**

<b>POST TITLE</b>	<b>High Needs Business Manager (PA020)</b>
<b>DIRECTORATE</b>	<b>Children and Adults</b>
<b>DEPARTMENT</b>	<b>Education and SEND</b>
<b>RESPONSIBLE TO</b>	<b>Education and SEND Business Programme Lead</b>
<b>GRADE</b>	<b>Range 6</b>

### **1. MAIN PURPOSE OF JOB**

Lead on the provision of comprehensive and high-quality support, including budgetary control and financial management practices for considerable budgets, to the Education and SEND Business Programme Lead and relevant Service/Senior Managers within Education and SEND in relation to each Team's finance and data.

Provide professional expertise, skills and guidance to other employees within the service to ensure that financial standards are maintained, and statutory duties are met.

To establish and sustain effective partnerships working with internal and external stakeholders.

Lead on ensuring that SEN finance systems, information and processes are continually updated in line with EFA and other Government requirements and that these requirements are implemented to fit the Medway context in liaison with the appropriate senior manager, Service Manager or team leader.

Lead on the efficient operation of the SEN electronic system for financial recording and management within Synergy, Integra and Mosaic. This will include development of systems, extraction and presentation of information.

Lead on devising and overseeing a range of administrative tracking systems for SEN and Early Years including maintenance of the SEN database, overseeing the maintenance of the SEN database and records, to ensure accurate reporting of placement, transport and finance information crucial to the Council Finances.

Proactively monitor, in liaison with the Education and SEND Business Programme Lead and relevant Service/Senior Managers, the educational placements ensuring good planning and effective management of the budget and the identification of placement savings relating to expansion of existing Medway SEN provision or creation of new Medway provision

Lead on providing High Needs Placement information for Medway, including Academic Year Place Planning for each Medway School/Academy and In-year Places Requirements, Co-ordinating with each School/Academy, Compiling Reports for Education and SEND Business Programme Lead and relevant Service/Senior Managers, Submission to Department for Education.

To take responsibility for the payment of Element 3 and Top-up funding to all

Schools/Academies and for the payment of Fees to all Independent Providers for EHCP children and young people.

To take responsibility for the payment of all expenditure within the SEN team, including contracts and obligations, and maintenance of data relating to the same.

Ensure all documents and division communications are accurate, consistent, and well presented, including the review and updating of intranet pages for the service.

To train and support additional staff in financial administration within Early Years and SEND.

Lead, develop and maintain an appropriately skilled and highly motivated team who are focused on achieving high standards in the delivery of the service.

Lead on the accurate recording and timely submission of all Data Returns to the Department for Education, Regional LA Groups and to the Council's Business and Performance Team.

Lead on reviewing the information and financial systems for the service to enable accurate recording, monitoring and evaluation when measured against national, regional and local performance indicators.

Lead on ensuring that activity data, performance and savings data is regularly updated in a comprehensive and tidy way and is maintained on the relevant programme management system.

To liaise with, and offer challenge to, school and academy business managers where evidence indicates SEN funding is not being deployed appropriately.

To represent the service on all aspects of finance at management meetings within the LA and externally as appropriate. To represent the Council at external groups and networking events.

To communicate through meetings and presentations with school and academy leaders about SEN and Early Years funding.

## **2. PERSON SPECIFICATION**

### **Qualifications**

#### *Essential*

- AAT qualification and/or a professional qualification in relevant subject matter
- A management qualification and/or demonstrable management experience
- Demonstrable evidence of continued professional development

### **Experience**

#### *Essential*

- Demonstrable experience in managing resource allocation
- Demonstrable ability to use advanced theoretical /practical /procedural/

- organisational policy knowledge across a specialist area.
- Demonstrable ability to analyse and interpret varied and highly complex information and develop strategies and solutions for medium and long term plans
- Demonstrable ability to use well developed communication skills to present complex/sensitive information in an understandable way, to a range of audiences.
- Ability to work independently within clear guidelines and regularly uses initiative to make decisions, referring to more senior officers for advice on policy/resource issues.
- Demonstrable ability to have day to day oversight of the operational expenditure of very large budgets
- Demonstrable ability to take a major role in developing policies and procedures within SEN to meet the organisation's financial needs and which have a very major impact on the organisation's operations or strategy
- Demonstrable ability to carry out tasks and/or advise on internal procedures, which impact on the health and well being of people.
- Demonstrable ability to take responsibility for line managing others, providing direction, monitoring progress and empowering them to achieve objectives and/or demonstrable experience of providing guidance on internal policies and procedures relating to employees, and interpret them based on the needs of individual situations.
- Accounts for very large sums of money, with accuracy, due care and attention and security
- Demonstrable experience of using customer and other intelligence to drive service development and strategic planning.

## **Skills**

### *Essential*

- Knowledge, skills and experience of research and information techniques including statistical and qualitative data analysis, the interpretation of findings and effective presentation of results.
- Advanced IT skills including Excel, databases, and statistical analysis packages
- Strong ability to pay attention to detail and use own initiative to proactively respond to day-to-day job requirements.
- Able to maintain a high level of self-motivation, with the capacity to reflect upon and review own effectiveness and engage in a process of continuing professional development.
- A good understanding of the principles of data quality, data protection and information sharing and how to apply them.

## **Personal qualities**

### *Essential*

- Demonstrable experience of dealing with difficult issues that may arise from time to time with external contractors, staff and/or service users in a calm and productive way
- Knowledge of local authority / public sector performance management and inspection regimes.
- Commitment to equality and diversity, accepting differences and treating

everyone fairly

### **3. ORGANISATION**

**(i) ORGANISATION CHART**

**(ii) DESCRIBE HOW AND BY WHOM THE POST IS MANAGED**

The post is line managed by the Education and SEND Business Programme Lead

**(iii) DESCRIBE THE LEVEL OF INITIATIVE AND/OR INDEPENDENCE EXPECTED OF THE POST HOLDER**

Ability to use own initiative to proactively respond to day-to-day requirements of the role. The post holder will be able to act on their own initiative, with only limited reference to their line manager. To implement the policy appropriately, but able to use discretion as appropriate to make informed decisions.

**(iv) DESCRIBE ANY SUPERVISORY OR MANAGEMENT RESPONSIBILITIES**

The post holder will line manage a Team with the following staff: SEN Finance and Information Manager, The Early Years Funding Officer and the SEN Business and Information Apprentice. the post holder will train and support additional staff in financial administration within the Early Years Team and the Children's Social Care - Disability Team

**(v) JOB CONTEXT - DESCRIBE THE MAIN CONTACTS, BOTH INTERNAL AND EXTERNAL AND THE PURPOSE OF THOSE CONTACTS**

The post holder will need to liaise with all key partners, notably parents, school/academy Heads and other education providers. Internal contacts will include all staff in the directorate particularly service and senior managers. The contacts in the wide council will include Members, notably the portfolio holders for children and adult services, contact in the other performance hubs and lead contacts across the council.

### **4. PHYSICAL DEMANDS**

Generally, undertakes tasks in a sedentary position but is able to lift or carry items or bend or stretch when required.

### **5. EMOTIONAL DEMANDS**

The job involves contacts with, or work for, people, which through their circumstances or behaviour occasionally place emotional demands on the jobholder.

### **6. RESPONSIBILITY FOR PEOPLE (not staff supervision)**

The post holder may have some direct impact on the well-being of individual, or groups of, people, through undertaking tasks or duties which are to their direct benefit, or impact directly on their health and safety.

### **7. RESPONSIBILITY FOR FINANCIAL RESOURCES**

The postholder will have major direct responsibility for financial resources. The

work involves being accountable for very large expenditures from an agreed budget or equivalent income. The responsibility includes contributing to the setting and monitoring of the relevant budget(s) and ensuring effective spend of budgeted sums.

**8. RESPONSIBILITY FOR PHYSICAL RESOURCES**

The post holder will have direct responsibility for considerable amounts of manual and computerised information where care, accuracy, confidentiality, and security are important and knowledge and understanding of GDPR is essential.

**9. WORKING CONDITIONS**

The postholder will predominantly be based at Gun Wharf but may occasionally be required to visit other venues such as other council sites or schools. Normal office hours will apply but flexibility is necessary for any work that extends outside of normal office hours. The post holder will be required at times to work remotely using technologies provided by the council.