

## APPENDIX 1

### MORAY COUNCIL

### JOB DESCRIPTION

(1) JOB IDENTITY			
POST TITLE:	Early Years Service Manager	DEPARTMENT:	Education & Social Care
SECTION:	Early Years	LOCATION:	Mobile
REPORT TO:	Corporate Director of Education & Social Care		
GRADE:	Grade 13	POST NO:	MOR03612

(2) JOB PURPOSE AND WAY OF WORKING
<p>The Early Years Service Manager will provide strategic leadership, vision and the effective management necessary to shape an expanding Early Years' Service into one that focuses on quality improvement and works with others to prioritise the learning, development and wellbeing needs of children and families. This will include understanding the needs of children and families to develop and implement strategy, establishing and monitoring systems to drive improvement, and ensuring that resource is effectively utilised to improve outcomes.</p> <p>The Service Manager will initially work closely with the Early Learning &amp; Childcare Expansion project team to 2021/22 to develop an expanded, high quality service. The Manager will manage the operational team during the transition period and will manage a fully operational service from 2021/22 onwards, taking full responsibility for ensuring there are sufficient high quality early learning and childcare places for eligible children across Moray.</p> <p>The role requires close collaborations across the council, partnership, voluntary and private sectors with a view to working to shared ambitions.</p>

(3) MAJOR TASKS
<p>3.1 Lead on all strategic, operational and employment matters relating to the management, quality improvement, and performance of the early years provision across Moray with sound governance to ensure improved outcomes for children and families in Moray.</p> <p>3.2 In collaboration with the Corporate Director of Education &amp; Social Care and other Senior Managers, develop, implement and evaluate strategies and policies in order to achieve local and national priorities.</p> <p>3.3 Ensure procedures and processes are in place for the review and on-going evaluation of the Early Years provision across Moray through data analysis.</p> <p>3.4 Manage a service budget of up to £14million per annum, taking responsibility and being accountable for the efficient deployment of all section resources, including staffing in the service.</p> <p>3.5 Provide direction, leadership and line management to the operational Early Years team to ensure that the department is able to fulfil its commitments to achieving Council objectives as well as local and national priorities. The full team will be recruited during the transition period from 2018 and 2020</p>

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|-----|--|
| 3.6 | Ensure the Early Years services are managed in accordance with legislation, external scrutiny bodies such as Education Scotland, SSSC and the Care Inspectorate, and Council Policy. |
| 3.7 | Support and contribute where appropriate to the operational and strategic delivery of work across Education and Social Care and the Council.   |

(4)

**REPORTING RELATIONSHIPS**

This job is indicated by \*

Corporate Director of  
Education & Social Care

Early Years Service  
Manager\*

Early Years  
Continuous  
Improvement

*SIGNATURES AND ADMINISTRATION ONLY*

*Authors Signature:*

*Validator's Signature:*

*Date:*

*Postholder's Name:*

*Signature:*

*Date:*

*Supervisor's Name:*

*Signature:*

*Date:*

**(5) DUTIES TYPICALLY INCLUDE:**

**5.1 Lead on all strategic, operational and employment matters relating to management, quality improvement of the early years provision across Moray with sound governance to ensure improved outcomes for children and families in Moray.**

5.1.1 Develop and communicate a clear vision for the Early Years team, ensuring long and short term priorities are agreed and shared with the team, ELC providers and relevant stakeholders.

5.1.2 Actively contribute to strategic groups within the local authority and across the Moray Community Planning Partnership, including but not limited to the Early Years Strategy Group. Strategic lead for Early Years within the authority.

5.1.3 Lead on the delivery of early learning across all providers of funded hours (local authority, private and third sector), including curriculum, service planning and improvement.

5.1.4 Oversee all Early Years systems and processes ensuring that the system is flexible and able to adapt as local and national policy and legislation dictate.

**5.2 In collaboration with the Corporate Director of Education & Social Care and other senior managers, develop, implement and evaluate strategies and policies in order to achieve local and national priorities.**

5.2.1 Recognise, respond and advise Education & Social Care senior managers and Early Years team on emerging needs and trends.

5.2.2 Develop, implement and evaluate appropriate operational plans to meet local and national priorities.

5.2.3 Lead agreed arrangements in areas to promote integrated working between the Council and service partners.

**5.3 Ensure procedures and processes are in place for a review and on-going evaluation of the Early Years provision across Moray through data analysis.**

5.3.1 Develop and implement policies in relation to service delivery, service improvement planning and service development planning, including self evaluation.

5.3.2 Agree and provide regular reporting on Key Performance Indicators for the Early Years team.

**5.4 Take responsibility and be accountable for the efficient deployment of all section resources, including staffing in the service.**

5.4.1 Agree priorities for staffing in the area and deploy staff accordingly.

5.4.2 Ensure an appropriate range of training, support, advice and guidance is available to all staff, including staff working within local authority and partner provider ELC settings

5.4.3 Manage budgets in the service in accordance with Moray Council guidance including budget planning.

**5.5 Provide direct line management to the Early Learning & Childcare team.**

5.5.1 Provide leadership, line management, direction and support to the Early Learning & Childcare team.

5.5.2 Ensure that through individual supervision, work planning, training and development plans there is improvement in the quality and effectiveness of practice and performance.

5.5.3 Participate in regular supervision meetings with line manager, and undertake ERDP and attend staff development and training programmes as required.

**(5) DUTIES TYPICALLY INCLUDE:**

**5.6 Ensure the Early Years services are managed in accordance with legislation, external scrutiny bodies such as Education Scotland, SSSC and the Care Inspectorate and Council Policy.**

5.6.1 Maintain an overview of performance through external inspection reports and achievement of outcomes related to local strategies and outcome agreements.

**5.7 Support and contribute where appropriate to the operational and strategic delivery of work across Education and Social Care and the Council.**

5.7.1 Participate in departmental team meetings and management team meetings

5.7.2 Represent the department and the Council at agreed local and national events and meetings.

**The above is intended to provide a clear but concise statement of the present MAJOR TASKS and ACTIVITIES of the job. It is not an exhaustive list of all its detailed duties.**

**MORAY COUNCIL  
PERSON SPECIFICATION**

**Post:** Early Years Service Manager

**Department:** Early Learning & Childcare

**Date Specification Completed:** November 2018

**Prepared By:**

**Note:** Any disabled applicant who meets the essential criteria for the post is guaranteed an interview.

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b> <i>The minimum acceptable levels for safe and effective job performance</i>	<b>DESIRABLE</b> <i>The attributes of the ideal candidate</i>
<b>(1) Experience</b>	<ul style="list-style-type: none"> <li>Significant relevant experience at senior management level.</li> <li>Experience of leading a partnership approach to the development, monitoring and review of processes and quality improvement.</li> <li>Experience of developing and implementing performance monitoring procedures and using information to support continuous improvement.</li> <li>Experience of financial planning and management.</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of managing change effectively.</li> <li>Evidence of leading and managing teams</li> <li>Evidence of strategic leadership with partner agencies.</li> </ul>
<b>(2) Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>Educated to degree or equivalent level.</li> </ul>	<ul style="list-style-type: none"> <li>Relevant post graduate qualification in education related discipline.</li> </ul>
<b>(3) Skills/Abilities (General)</b>	<ul style="list-style-type: none"> <li>Ability to translate strategic vision and outcomes into implementation.</li> <li>Clear thinking and good analytical abilities.</li> <li>Excellent leadership qualities</li> <li>Effective management, delivery and organisational skills.</li> <li>Ability to collate, interpret and analyse data from a variety of sources, write reports, make recommendations and use data to inform service delivery and improvements.</li> </ul>	
<b>(4) Skills/Abilities Specific to Post</b>	<ul style="list-style-type: none"> <li>Ability to develop effective external relationships and effective partnership working.</li> <li>Ability to take a lead role while empowering colleagues to deliver the service.</li> <li>Ability to effectively design and develop organisational policy and long term strategies in order to improve service delivery.</li> <li>Able to work effectively under</li> </ul>	<ul style="list-style-type: none"> <li>Inspirational team leadership and effective team membership.</li> <li>Ability to work creatively within regulations and standards.</li> </ul>

	<p>pressure and to meet prescribed deadlines.</p> <ul style="list-style-type: none"> <li>You will be expected to travel efficiently and effectively between various work locations within Moray to meet the operational requirements of the Service. Due to the rural nature of Moray this is normally undertaken by use of a car.</li> </ul>	
<b>(5) Inter-personal &amp; Social Skills</b>	<ul style="list-style-type: none"> <li>Have the ability to deal sensitively with others, particularly whilst under pressure.</li> <li>Ability to treat people with respect; focus on equality, social inclusion and promote diversity throughout the organisation.</li> <li>Ability to listen to others.</li> <li>Able to quickly form professional and productive working relationships.</li> </ul>	
<b>(6) Working environment &amp; physical demands</b>	<ul style="list-style-type: none"> <li>Ability to work flexibly to meet the needs and demands of the service. This may include attending meetings and events outwith office hours, including periods away from home, when required.</li> </ul>	

**\* Candidates will be required to show these documents if invited for interview.**

<b>Satisfactory Disclosure Scotland check required?</b>	NO
<b>Membership of Protecting Vulnerable Groups Scheme (Working with Children)</b>	YES
<b>Membership of Protecting Vulnerable Groups Scheme (Working with Vulnerable Adults)</b>	NO
<b>Satisfactory pre-employment medical screening required?</b>	NO