

## **Job Profile Information: Free Entitlement Project Officer**

**This supplementary information for *Free Entitlement Project Officer* is for guidance and must be used in conjunction with the Job Capsule for Job Level 3 Zone 1**

### **Camden Way Category 3**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.**

#### **Role Purpose:**

To support the effective administration of the statutory requirement for the Free Early Education offer for 2, 3 & 4 year olds and other related childcare and early education initiatives such as Local Inclusion funding and Children in Need/Supported Childminding. To work with childcare providers in schools, maintained nurseries, private, voluntary and independent sectors and childminders, across the borough in achieving the above

#### **Example outcomes or objectives that this role will deliver:**

- To work within the Free Entitlement team to support the effective administration of the various schemes for funding childcare across the borough and covering colleagues duties in their absence to ensure team tasks are covered.
- To collect child level headcount data from childcare settings, on a termly/monthly basis, through use of Synergy FIS ensuring the safe and accurate management of this data, liaise with settings regarding their headcount data and resolve any issues such as duplicate children and make appropriate decision regarding split funding.
- To ensure that all settings who receive free early education funding has signed up to Camden's Provider Agreement for working between settings and the Local Authority and ensure this remains up to date and to ensure the Synergy FIS system is set up accurately with the providers details and the funding schemes they have signed up for. Provide training and briefings to settings on the free early education schemes and the use of Synergy FIS provider portal.
- To produce an accurate payment production from FIS and manage the payment process to ensure all providers are paid accurately and timely. To ensure the financial transactions are undertaken within financial and audit requirement. To reconcile the payment production against Cedar, reporting concerns to the Free Entitlement Manager.

- To support settings in entering their data for the annual census, ensuring all data is entered correctly and resolve queries with settings. Liaise with the school data collection officers on the data to be passed on to the Department for Education.
- To ensure that settings are informed about developments in the Nursery Education Funding schemes including disadvantaged 2 year old scheme, 3 & 4 year olds universal; Government extended entitlement and Camden's enhanced offer, and payment processes by providing information, training and dealing with queries.
- To liaise with parents eligible for the 2 year olds scheme, providing a brokerage service that advises and assists with securing childcare placements.
- To ensure that comprehensive data management processes are in place and that data transfer and storage are compliant with the Data Protection Act.
- To deliver high quality management information, providing timely relevant and accurate information reports about use of funding schemes and census data.
- To assess childcare applications against agreed criteria for 2 year old scheme, Camden's enhanced offer and early years pupil premium.
- To ensure that 30 hour voucher codes are validated and carry out audits on these codes at least 6 points in the year, notifying providers of codes that have fallen out of eligibility.
- To effectively respond to parental enquires and undertake complaint investigations as necessary ensuring that the relationship between providers and the local authority, and providers and parents is managed sensitively.
- To deliver briefings to professionals about the funding streams and childcare initiatives to support processes and facilitate full use of the various schemes
- To support the auditing process of providers, on their appropriate use of the funding streams.
- Task priorities will be determined by the line manager, but a high level of initiative and skill is expected in order for the post holder to manage their workload effectively.
- The post demands a high level of flexibility, a positive attitude and ability to adapt to changes due to service needs which are continually evolving in order to meet the demands of the service and its users

Note: All Camden employees are expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties

**People Management Responsibilities:**

N/A

## **Relationships;**

The post holder will link to a wide range of staff at different level across the service and the wider organisation; have key links to early education and childcare providers and a liaison role with the public.

## **Work Environment:**

The post is office based in an open plan environment, but the post holder may be required to work from other sites as necessary when training/briefing settings. There are no routine physical demands of the job beyond the normal experience of day-to-day office tasks.

## **Technical Knowledge and Experience:**

- Excellent level of literacy and numeracy.
- Advance knowledge of MS office programmes (Word, Excel, PowerPoint,) and use of databases.
- An understanding of issues facing private, voluntary and independent childcare settings.
- An understanding of confidentiality issues within a service framework and with special reference to the safe management of electronic data.
- An appreciation and knowledge of the Council's valuing diversity ethos and a commitment to actively apply these values to the service.
- A working knowledge of project management processes.
- Ability to work accurately, efficiently, methodically and in a timely manner, demonstrating effective self-management, organisation and administrative skills
- Excellent inter-personal skills, ensuring customer interaction is conducted professionally with dignity, respect and in a friendly manner.
- Ability to calculate payment levels and apportion funding
- Ability to deliver relevant training/briefings to childcare settings
- Ability to produce high quality reports within defined deadlines
- Ability to research and analyse management and financial information and present complex data as simply and meaningfully as possible to a high standard
- Ability to work flexibly and proactively and undertake other duties and responsibilities as may reasonably be required by service needs to reflect the evolving nature of the organisation, commensurate with post grade and status.
- Experience of working in a child focussed local authority setting
- Experience of safely and effectively manipulating data to maintain records and produce reports.

## **Work Context:**

### **Communications and working relationships**

- The post holder will report to the Free Entitlement Manager, who in turn reports to the Deputy Head of Service who has responsibility for the statutory duty. The post holder will work collaboratively within a team sharing duties covering for colleagues in their absence.
- The nature of this role will mean that the workload will increase during the headcount periods and decrease outside of this time. The post holder may be required to support other projects/teams as necessary during these times. Leave entitlement should not be taken during the headcount periods.
- The post holder is required to work with, and make regular contact with, Maintained Nurseries, Schools, Private, Voluntary and Independent childcare providers and childminders across the borough. The post holder will be required to build and maintain good working relationships and model the Camden Ways of Working.
- The post holder is expected to abide by the council's health and safety, valuing diversity and Camden's behaviour polices to ensure they are incorporated into all aspects of the work.

### **Innovation (decision making and creativity)**

- The post holder will need to be a problem solver monitoring situations as they arise and suggesting solutions.
- Tact is required in working with the providers and with parents. The post holder will need to understand the issues being raised and suggest innovating solutions to keep the relationship function and the schemes moving forward.

## Camden Way Five Ways of Working

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

For further information on the Camden Way please visit by clicking [HERE](#)

### Chart Structure

