

## MONMOUTHSHIRE COUNTY COUNCIL

### JOB DESCRIPTION

<b>Post:</b>	21st Century Schools Support Officer (Secondment until December 2018)
<b>Post ID:</b>	<b>CYP07</b>
<b>Grade:</b>	Band G (SCP 29 – 33) £24892 - £28127
<b>Hours:</b>	37 Hours
<b>Location:</b>	Initially based at Innovation House Magor but maybe relocated to another Council Office
<b>Responsible to:</b>	21 <sup>st</sup> Century Schools Manager
<b>Responsible for:</b>	Assisting the Programme Manager and Client Liaison Officer in the delivery of the 21 <sup>st</sup> Century Schools Programme.
<b>Length of secondment:</b>	Until 31 <sup>st</sup> December 2018
<b>Closing Date:</b>	<b>12<sup>th</sup> December 2014</b>

Please contact Simon Kneafsey 21<sup>st</sup> Century Programme Manager  
[simonkneafsey@monmouthshire.gov.uk](mailto:simonkneafsey@monmouthshire.gov.uk) (07891 318912) or Cath Sheen  
Client Liaison Officer [cathsheen@monmouthshire.gov.uk](mailto:cathsheen@monmouthshire.gov.uk) (07595 647637) for  
an informal chat

#### **1 Job Purpose**

To work within the 21<sup>st</sup> Century Schools Team and assist in developing Monmouthshire Schools in line with the Welsh Assembly 21<sup>st</sup> Century Schools Programme and in accordance with Monmouthshire County Councils Strategic Aims and Objectives.

The post holder will assist in developing and maintaining effective working relationships with Schools, Governing Bodies, Multi Agencies, External Contractors and key officers within the County Council.

#### **2 Duties**

2.1 To assist the Programme Manager and Client Liaison Officer with the 21<sup>st</sup> Century Schools Programme. This includes:

- Assisting with liaison with the Welsh Assembly, WLGA, and other bodies on funding, in relation to Education capital requirements and compliance with legislation.

- Assisting with ensuring that designs of projects are of an appropriate standard and that they comply with the educational requirements and the school strategy.
  - Assisting with ensuring that projects are completed on time and on budget.
  - Assisting with ensuring that Monmouthshire's obligations towards Health and Safety and Disability Discrimination legislation are met.
- 2.2 To assist with the development and implementation of the All Schools Strategy and Premises Development Plans. This includes:
- Assistance with education methods and trend analysis
  - Assisting with the formulation and review of the All Schools Strategy / Premises Development Plan
  - Assisting with the development of project specifications in consultation with Property Services
- 2.3 To support The 21<sup>st</sup> Century Schools Programme Manager in submitting Business Cases to Welsh Government
- 2.4 To assist with the 21<sup>st</sup> Century Schools Communication Strategy including experience of using various social media.
- 2.5 To assist the Programme Manager and Client Liaison Officer on the 21<sup>st</sup> Century Schools Programme. This includes:
- Building successful relationships with a range of internal and external partners, promoting and supporting the Strategic aims and objectives of Monmouthshire County Council.
  - To assist with individual capital project budgets.
- 2.6 To assist with providing strategic support to the County Council in relation to the 21<sup>st</sup> Century Schools Programme.
- 2.7 To assist with the selection and procurement of furniture, including appropriate provision of Furniture, Fixings and Equipment for each of the 21<sup>st</sup> Century Schools Projects.
- 2.8 Assisting with obtaining Section 106 funding from housing developments and liaison with relevant Directorates.
- 2.9 Assisting with disposal and acquisition of land
- 2.10 Assisting with emergency and critical incidents within the Directorate as and when required
- 3. Other**
- 3.1 To actively support, promote and implement the principles and practice of equality of opportunity as laid down in Council's Equal Opportunities Policy

- 3.2 The Job Description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working the major tasks may be reviewed from time to time to reflect changing organisational needs and circumstances. Such reviews will be carried out in consultation with the post holder.
- 3.3 The post holder on occasions will be requested to undertake other tasks commensurate with the grade of the post
- 3.4 The post holder will be expected to attend meetings which are outside the normal working day for which time off in lieu will be given.

**MONMOUTHSHIRE COUNTY COUNCIL  
PERSON SPECIFICATION**

**Post:** 21<sup>st</sup> Century Schools Support Officer

**Post ID:** CYP07

**1 Qualifications/Knowledge**

- 1.1 A relevant professional qualification
- 1.2 Experience of working within a large complex organisation
- 1.3 Understanding of the needs and experiences of young people and in building positive relationships with citizens and communities
- 1.4 Must be ICT literate, able to generate and interpret information and reports and have experience of using various social media

**2 Experience**

- 2.1 Demonstrable achievement in partnership/project working with corporate, statutory and voluntary sector colleagues
- 2.2 Experience of consultation, collaboration and joint working that has led to positive outcomes
- 2.3 Experience of working with citizen groups, young people and service users to overcome obstacles in the delivery of outcomes
- 2.4 Ability to use negotiating skills, encouraging honesty, trust and respect in relationships with others
- 2.5 Understanding of budgets

**3 Aptitude and Skills**

- 3.1 An understanding of the processes of project management and the ability to keep to deadlines, organise work and deliver on agreed outcomes
- 3.2 Excellent verbal communication and self presentation skills and the ability to communicate effectively with a wide range of people at different organisation levels.
- 3.3 A well balanced, confident person with creative flare in order to put forward ideas and gain commitment
- 3.4 Capacity to engage and enthuse others towards achievement of goals

- 3.5 An ability to exercise initiative and work unsupervised
- 3.6 Being politically aware and accustomed to delivering outcomes within a political context whilst building and maintaining effective working relationships with Elected Members