

POST TITLE	DEVELOPMENT OFFICER
SERVICE	EDUCATION
DIRECTORATE	EDUCATION AND CHILDREN'S SERVICES
RESPONSIBLE TO	WIDER ACHIEVEMENT AND LIFELONG LEARNING MANAGER
NUMBER OF POST HOLDERS	42
POST NO.	

PURPOSE OF JOB

To contribute to the development and delivery of a Wider Achievement service for Edinburgh, supporting the citywide development and delivery of policy and associated programmes relating to the following:

- CLD - Adult and Family Learning
- CLD – Youth Work
- Health and Wellbeing/Young People
- Poverty and Children's Rights
- Sport and Physical Activity
- Creative Learning
- Health and Wellbeing/Families
- Parent and Carer Support
- Outdoor Learning and Adventure Education

To deliver strategic universal and/or targeted initiatives related to the above services through partnership working and ensuring these are embedded in mainstream practice in schools, settings and communities.

To help increase operational capacity through effective collaboration with internal and external colleagues and partners.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

Contribute to the policy development, quality assurance and continuous improvement of the Wider Achievement service in one of the above specialist areas.

Develop and co-ordinate a range of citywide and local initiatives and programmes, ensuring that equity, equalities, diversity and inclusion are at the heart of service plans and delivery

In liaison with Service Managers, Senior Managers and other key colleagues, develop plans, projects and programmes of work that take account of the impact of child poverty, mental health and wellbeing on young people, parents/carers and communities.

Contribute to the delivery of statutory responsibilities including but not limited to CLD and Child Poverty

Contribute to planning, monitoring and evaluation of relevant plans and programmes and ensure information for reporting is gathered and available when required

Contribute to developing and maintaining effective partnerships and networks with a range of partners, funders and agencies to deliver high-quality citywide and local programmes.

Support the delivery of Edinburgh Learns for Life and other relevant strategies and priorities across the service and within the specialist areas

Influence and work closely with colleagues in Education and Children's Service and Place in particular and other council areas as required.

Contribute to the development of funding bids and sponsorship applications and oversee income generation.

Contribute to developing and delivering specialist training, guidance, resources and professional learning for colleagues, partners, parents/carers and the third sector.

Where appropriate, act as service representative on relevant working groups order to help influence strategic developments.

Advise managers, colleagues and elected members as appropriate in matters relating to the specific programme area.

Balance the needs of learners of all ages in schools and communities with strategic plans and budgetary constraints.

Create solutions to problems that may arise with a range of partners, colleagues and stakeholders.

Ensure Wider Achievement delivers service is high quality and well regarded by service users, colleagues, partners, funders and other stakeholders.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

Educated to degree level within specialist or related area or demonstrable equivalent relevant experience.

Evidence of ongoing relevant professional and personal development is required

A broad understanding of current priorities and drivers in education and learning at local level and in specialist areas.

A good understanding of key priorities locally and nationally and the ability and a good grasp of relevant data is a feature of the post

An ability to develop learner pathways and track progress

Budget monitoring skills are required.

The post-holder will develop and maintain a wide range of regular and ongoing professional relationships.

The post needs to balance a range of strategic drivers with local needs.

Good influencing and negotiating skills are a feature, as is the ability to exercise and communicate professional judgement.

The post holder will work with a degree of autonomy within the agreed reporting and accountability framework. This includes making appropriate decisions relating to specialist work priorities, staff and resources.

Make accurate judgements about services and balancing strategic drivers with the needs of users, colleagues and stakeholders.

Deal with queries, complaints or requests from a range of internal and external sources.

Solution focussed thinking is required when managing partner relationships and expectations with a range of internal and external colleagues/users.

Open minded and solution focussed

Refer to the appropriate line manager issues or complaints; financial matters and problems relating to strategic relationships between the council and external funders and partners.

All decisions taken should result in: high quality learning opportunities contributing to improved outcomes; and achieving Best Value.

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

The Wider Achievement Development Officer will be expected to manage a significant workload, including multiple projects and relationships with a degree of autonomy. There can be some changes between tasks in the course of a day.

Conflicting priorities and frequent deadlines can be a feature of the post.

The post may be exposed to some physical demands but these will be predominantly within the range of normal office based activities.

Some occasional lifting of moderately heavy objects will be required in the course of event management or delivery of training.

Although the post may be exposed to some adverse working conditions these will be predominantly within the range of normal office based activities.

Although the post will have some requirement to take care in relation to the working environment, work activities and dealing with people this will not be more than the normal required of a council employee.

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)

Shared responsibility for between 200 and 250 internal and external trainers, tutors and project staff who deliver a range of support programmes.

RESOURCES

Relevant to the specialist area(s) the post has responsibility for monitoring programme budgets, including income generation for a range of activities and resources (value can vary but would average between £30,000 - £50,000).

HEALTH AND SAFETY

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).