

Post title	Learning Estate Planning Officer
Division / Section	Place / Sustainable Development
Department	Learning Estate Planning
Responsible To (Title)	Learning Estate Planning Manager

Purpose of Job

Lead on a range of projects/areas of work related to the Council’s learning estate to ensure it is sufficient to meet current and future demand and provides the best learning environments.

MAJOR TASKS/JOB ACTIVITIES

- Analyse and assess current and projected need in relation to the learning estate ensuring future early years, primary and secondary infrastructure requirements are identified.
- Ensure effective engagement with all relevant stakeholders including elected members, schools and the wider community through briefing sessions, informal consultation and statutory consultation processes to secure support and the necessary approvals for any required changes to the learning estate (e.g. rationalisation of facilities, extensions to existing schools, new schools or school catchment area reviews).
- Fulfil the Senior User role for the delivery of major capital projects which will typically be valued between £1m and £15m. These are not limits and projects of a higher or lower value may form part of the portfolio at any time.
- Take the lead in researching best practice, processes, methodologies and approaches to learning estate planning and, with relevant stakeholders, assessing their value and potential for implementation.
- Take responsibility for the preparation and content of reports, strategic plans, other documents, briefings, presentations and FOI responses for senior management, Committees, Council meetings and external agencies.
- Identify opportunities for continual improvement and demonstrate effective management of change within a complex internal and external environment particularly during a time of adaptation and renewal.

Supervision and Management of People

For major capital projects the post will direct the respective project manager, project co-ordinator and design teams to ensure that the projects will meet the necessary design, quality and cost criteria set by Communities and Families. The post will also ensure that any resource input from Communities and Families or other areas of the Council or third parties which might be required for the project is available and will supervise the provision of this input.

Creativity and Innovation

The post will be required to consider and assess all appropriate options to address identified capacity issues within the learning estate and recommend best value solutions even if these are likely to be met with opposition and criticism. When new infrastructure or changes to existing facilities or spaces is required they will need to provide creative and innovative design responses and solutions challenging educational practitioners and end users to think out with their comfort zones regarding the use of space and even service delivery. A key responsibility will be to develop new methods which ensure effective engagement with communities and relevant stakeholders in relation to learning estate planning projects.

Contacts and Relationships

The post is expected to have regular contact, and be expected to develop and maintain an ongoing positive relationship with a wide variety of stakeholders including: Senior managers and leadership teams; other Council departments – particular Education, Planning and Corporate Property; Convenor and Deputy Convenor of Education, Children and Families; local ward Elected Members; schools; parent councils; local communities; community councils; partner organisations; major construction companies; project design teams and; the media. The post will be required to overcome opposition in the provision of service therefore persuasion and advocacy are regular features of contact with design teams, senior management and schools and school staff.

Decisions (Discretion)

The post will not operate within operational guidelines – they will be expected to regularly challenge, review and define guidelines, policy and procedure and is expected to operate with a significant level of autonomy, taking key decisions in their own right with only matters of significant complexity or sensitivity being subject to referral to, or consultation with, senior management. The post will also be responsible for taking forward work that identifies investment decisions and priorities at an individual establishment and estate level. In the role of Senior User on major capital projects, the post will be expected to take all client related decisions and refer only by exception issues to the Project Sponsor or Head of Service. They will need to resolve all user conflicts and determine and evaluate project risks to the service.

Decisions (Consequences)

The post is responsible for work which has significant consequences for users of the new buildings including schools, which includes teaching and non-teaching staff, students, parents and community users. Consequences could be buildings which are not fit for their intended purpose which could result in considerable further cost, disruption to the efficient operation of the related establishment and reputational damage.

Resources

The post will fulfil the Senior User role in the definition, scoping, design and implementation of major new construction projects (typically, but not exclusively, for projects over £1m and up to £15m). The key objective being to ensure that new additions or alterations to the estate deliver on Council priorities, are designed to be fit for purpose, will meet best practice and will be delivered on programme, within budget and to specified quality standards. The number and variety of projects of this value is expected to increase significantly over the next two decades as new early years

facilities, primary schools and secondary extensions are required throughout the city to accommodate pupils generated by the housing development proposed in the LDP and City Plans or by changes to legislation brought forward by the Scottish Government such as increased early years hours and the expansion of free school meals. Council and Scottish Government initiatives to promote and create Community Hubs, reduce carbon footprints, increase equity in learning – especially digital learning and increase outdoor learning opportunities will shape much of the decision making and design work for these projects.

The post will have lead responsibility for representing the needs of the Council's Lifelong Learning services in the selection process for design team consultants, contractors and other parties for major projects and liaise with Corporate Property on developing and maintaining appropriate information management systems relating to the learning estate.

Environment – Work Demands

The post will be expected to manage the client role on a diverse range of projects and initiatives with a number of different stakeholders simultaneously across a wide range of implementation programmes, operating efficiently and responsively within time and financial restraints and pressures. There will be a requirement to respond to conflicting deadlines on major projects by determining highest priority focus. Only matters of significant complexity or sensitivity will require to be referred to senior management.

Environment – Physical

The work will be carried out predominantly in an office or home office environment and comprise mainly normal office duties requiring normal physical effort.

Environment – Working conditions

The work will be carried out predominantly in an office or home office environment however there will be the necessity to spend a fair amount of time out of the office for a variety of reasons including attendance at public and other external consultation meetings and visits to establishments and construction sites. Some of this activity along with virtual meetings will inevitably be out-with normal working hours.

Environment – Work Context

There will be no unusual demands relating to either physical effort or environmental issues. However, the role will involve working on exceptionally difficult and/or sensitive matters which will often be subject to considerably pressurised timescales. The post-holder will be required to deal with often very difficult and very challenging circumstances and maintain a significant level of emotional resilience in dealing with them.

Knowledge and Skills

Educated to degree level in a suitable area or with the equivalent direct working experience in learning estate projects the post will require to have the necessary detailed understanding of relevant legislation and technical procedures. The post must also have significant project

management experience and demonstrate a detailed understanding of project processes – resourcing, budgeting and programming.

The post will also require a wide range of analytical, time management, team building, communication, negotiation, influencing and creativity skills to work flexibly with the wide range of stakeholders involved in learning estate planning.

Health and Safety

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.