

City of Edinburgh Council job description

Post title	Senior Early Years and Childcare Manager
Directorate	Children, Education and Communities
Service	Communities and Families
Responsible To	Head of Education (Early Years, Parental Engagement and Education Operations)
Number of post holders	

Purpose of job

Lead the development, performance and efficiency of the Early Years Service within the central team and service area.

Responsible to the Head of Education, this role will be key in ensuring the Council has an effective approach to ensuring the delivery of high-quality early learning and childcare. The post holder will ensure that the service meets statutory obligations and required service standards to support the potential of children and their families to achieve the overall aims and objectives of the department and implement national policy priorities through effective leadership, consultation and communication.

The what - major tasks and job activities

1. Managing and leading the quality and operational aspects of the Early Years Service to deliver agreed KPI's
2. Setting and achieving financial targets for the service delivery including the management of Early Years resources and the delivery of the Early Years Service.
3. Driving continuous improvement and innovation to ensure the delivery of a robust, citizen-focused and high performing Early Years Service.
4. Ensuring alignment with the Education Quality Improvement Service providing a co-ordinated Early Years and Education Service across the city.
5. Creating a strong culture of safety and wellbeing across the workforce.
6. Creating a proactive culture of responding to and following up on requests from providers, parents and communities, ensuring all staff are trained as required and delivering best value for the City of Edinburgh Council.
7. Creating and owning the Early Years delivery plan to deliver the key deliverables for the service including meeting the needs of children, families and communities.

The how - knowledge and skills, creativity and innovation, contacts and relationships, decision-making

1. The post will require extensive knowledge and skills in a range of unrelated professional disciplines to the extent that they can manage a major service area involving the delivery of specialist services requiring these disciplines. This will usually mean the post-holder is qualified to degree level in a relevant discipline and will have an additional management qualification or extensive management experience.
2. The post will develop and implement proposals relating to the policy, procedures and strategic development of an Early Years Service, including local authority and private provider provision in partnership with the Council. This will involve developing approaches and key policy initiatives to ensure the Early Years Service provides high quality early learning and childcare that is accessible, affordable and flexible to meet the needs of children and families across the city.
3. The post will have contacts which relate to the development and delivery of the Early Years Service which will have a wide-ranging impact on other Council departments, policy development, budget allocation, HR, and service direction. Stakeholder management to deliver agreed objectives will be a key success indicator.
4. The post will represent the Council to a range of external stakeholders and bodies e.g. The Care Inspectorate, presenting a positive impression of the Council. The role will negotiate partner arrangements with external bodies and have the authority to enter into contractual arrangements to deliver services to benefit the Council e.g. with private providers to enable the Council to meet the Statutory duty to provide funded Early Learning and Childcare. The post will represent the Council and will have the authority to commit the Council to a course of action with substantial implications e.g. the termination of a partnership agreement.
5. The post will provide expert advice and guidance to the highest level of the Council.
6. The post will make strategic decisions on the future development of Edinburgh's Early Years Service and will have significant authority relating to the advice, recommendations and proposals presented to Chief Officials, Elected Members and committees relating to policy, service practice and provision.
7. The post-holder will strategically manage the Early Years Service, interpreting the changing local and national factors impacting on the Service. These decisions will have a major impact on the Early Years Service in the city.

Environment - work demands, physical demands, working conditions, work context

Although the post-holder may be exposed to some physical demands, some adverse working conditions and will have some requirement to take care in relation to the working environment these will be predominantly within the range of normal office-based activities. The post holder will be required to manage conflicting priorities and meet deadlines e.g. for committee reports. They will have delegated authority to use early years budget for resources.

Supervision and management of people

The post holder will have three Grade 10 direct reports who manage central and early years setting staff from Grade 5 to Grade 8. The post is required to take on responsibility for the leadership and development of these staff, including consideration of succession planning and resilience to ensure business continuity. The post will be responsible for over 1,500 staff across a number of Early Years settings in Edinburgh including Early Years Managers, Heads of Centre and the Early Years workforce.

Resources the job holder will be responsible for

The post will be the budget holder for in excess of £10 million per annum relating to the delivery of the Early Years quality improvement and Early Learning and Childcare Academy. The post will also be responsible for managing the budget to support the wider elements of the Early Years Service e.g. funded qualifications, unfunded ELC and supporting vulnerable children and families.

Additional information - 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' responsibilities:

1. Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions.
2. Co-operating with management and following instructions, safe systems and procedures.
3. Reporting any hazards, damage or defects immediately to their line manager;
4. 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](#).