



LONDON BOROUGH OF MERTON

CHILDREN, LIFELONG LEARNING AND FAMILIES DEPARTMENT

JOB DESCRIPTION

POST TITLE: Strategic Lead Provider Engagement and Sufficiency

Grade: MGB

DIVISION/SECTION: Early Years, Family Wellbeing, and Early Help Service

Location: Civic Offices

Responsible to: Head of Service

Responsible for: A small team of staff working on programme delivery and project support for the Provider Engagement and Sufficiency Agenda:
Business Support ME8
Project Coordination ME12
Additional posts as policy and funding are confirmed

Budget based on DFE programmes (anticipated start up grants and LA support function) and core budget up to £250k, plus grants and time limited funded programmes

Post number:

Date: March 2023

1. **MAIN PURPOSE** To take the strategic lead for the development and leadership for the Provider Engagement and Sufficiency model for 0-18 early years, childcare and out of school programmes in accordance with national policy, statutory childcare assessment duties and local market (supply and demand)
2. Delivery of Government's national early education and childcare policy, leading on plans to deliver approximately £15 million of additional early years, childcare and out of school provision by 2026 (expanding the market by 50%)
3. **To actively and appropriately respond** to new or revised DFE Early Years and Childcare/Out of School policy and delivery plan

requirements, summarise implications and key changes, make recommendations about how Merton are going to meet those, formulate a plan in partnership with stakeholders, implement, review and assess how successful the plan is.

4. Leading on dynamic, influential and robust partnerships, maximising the role and capacity of all schools and providers to deliver ambitious and sustainable early education and childcare plans, increasing funded and out school provision substantially
5. To secure early education provision in line with policy and statutory duties, so that there is sufficient early education and childcare provision and families across the borough can work/take up work, using early years settings that meet the applicable requirements around registration and tax incentives for families
6. To secure out of school care and shortbreaks provision in line with policy and statutory duties, so that there is sufficiency and families are able to work/take up work/have a break from their caring responsibilities in settings that meet the applicable requirements around registration and tax incentives for families
7. To represent the service at commissioning meetings and taking a proactive role in responding to market failures and work to develop the marketplace and secure sufficiency, based on robust data and evidence of need.
8. To be accountable and provide effective leadership, development and management of the Council's Provider Development and Sufficiency programme, developing and implementing the local plan/strategy, working with and supporting children, young people, families, vulnerable adults and whole communities
9. To ensure that plans and programmes are implemented across the multi-agency partnership and are provided in an appropriate and timely manner in order to achieve excellent outcomes for service users, and that statutory duties can be fulfilled for all stakeholders.
10. To ensure that the plans and programmes are designed and developed in partnership with other agencies, organisations and service users, maximising the potential for families to access services that enable them to work, seek work or have a break from their caring responsibilities, in accordance with legislation; achieving better outcomes for children, young people and families
11. To hold lead responsibility for all staff within the service providing the vision, direction and leadership vital to securing effective team delivery across various locations and various delivery models and to ensure staff compliance with safeguarding policies and procedures and practice is of the highest standard

12. To be the strategic lead on the development, transformation and co-production of key strands of work including
 - Meeting the Councils Childcare Sufficiency Duties for 0- 18s
 - Meeting the provision needs for families where there are children with disabilities with community settings
 - Provider (supply side) engagement, coproduction and partnership working
 - Family engagement (demand side)
 - Process of setting the Early Years, National Funding Formula
13. To manage human, infrastructure and financial resources efficiently and effectively ensuring value for money and evidence-based practice in the provision of educational, social and health outcomes for children and families.
14. To ensure that all service delivery activities
 - Are needs led
 - Are Evidenced based
 - Relate to outcomes
 - Deliver Value for money
 - Promote independence
 - Enable sustainability and sound business planning
 - Are underpinned by service users voice and coproduction
15. To work as part of the Early Years, Family Wellbeing and Early Help service senior management team in the delivery of a range of childhood services, pilots and projects to improve the well-being of young children and reduce inequalities between them

16. Main Duties and Responsibilities

1. The post holder has lead responsibility for delivering the department's ambition to deliver cost effective and services to providers and families in accordance with statutory duties, priorities, objectives and action plans.
2. To lead, manage and coordinate a range of meetings, partnerships, supporting Chairs of strategic and multi-agency groups to meet their

priorities in the areas of Provider Development and Sufficiency, providing specialist and high-level expertise in these areas

3. To be jointly responsible for working with a range of council services, commissioned services and partner agencies to develop joint and new approaches that achieve the identified priorities and objectives whilst reducing duplication and cost and delivering coordinated, evidence-based services and delivery frameworks/models
4. To lead the service to ensure a robust, secure early years, childcare and out of schools' market which is fully compliant with DFE funding and delivery plan requirements, which enables the delivery of safe and effective programmes and services to improve outcomes
5. To provide strategic direction, clear evidenced based decision making and robust performance management for relevant areas, with a focus on enhancing the quality and productivity of the relationship across the programme and other Council and statutory services
6. To work in partnership at all levels across the local authority and externally with agencies in the statutory, community/VCS, private sector, service users and their families or carers, and local community to achieve a greater focus on sufficiency and childcare for working families and access to services.
7. To be responsible for the production and implementation of partnership forum and outreach and engagement actions plans, actively securing participation for stakeholders across the marketplace, in line with programme expectations
8. To monitor all aspects of the programme in accordance with national transformation programme and local requirements
9. To be responsible for promoting and safeguarding the welfare of children and young people. Ensure that all staff are familiar with the work of the Merton SCP Safeguarding Children's Partnership procedures.
10. To ensure the principle of co-production is embedded across all areas of work so that strategic design and performance management is influenced by key stakeholders, leading on the development of user participation and user voice with children, families, stakeholders and the local community to ensure responsive services that meet the changing needs of demography.
11. Responsible for the overall management and day to day provision of the range of services, which includes recruitment, appraisal, discipline procedures and all other HR responsibilities
12. Lead and develop strong, forward thinking partnership arrangements with external bodies from the public and private sector locally,

regionally and nationally to engage others in supporting, improving and sustaining inclusive provision which impacts positively for young children and families, targeting resources as identified

13. To manage budgets and resources in line with financial regulations, finance policies and procedures ensuring value for money and securing efficient and cost-effective use of all resources
14. To provide inspirational leadership, advice, and guidance to a diverse, multi professional workforce, driving people focussed service delivery, embedding a culture of change, continuous improvement, common professional standards and excellent people engagement and management and ensuring that the Council meets its statutory obligations in relation to all aspects of equalities legislation
15. To provide leadership across all aspects of the work, embedding a performance culture that inspires a sense of purpose and celebrates the strength of the cultural diversity of Merton and of the workforce and challenges discriminatory behaviours
16. Ensure that the services are provided effectively and that all aspects of the work meets legislative requirements and Council policies and procedures and are underpinned by robust working guidance and protocols and all staff are trained and supported to always implement these.
17. Ensure effective service integration and work closely with other Service managers in the Council and with partners so that service planning and delivery is coherent, effective, and integrated and represents the best possible use of resources and delivers improved outcomes.
18. To be an expert in the field of Childcare Sufficiency Duties and funded entitlement regulations and new policy and legislation, keeping up to date with new developments in appropriate fields, attend training and supervision sessions and contribute to workshops, seminars and conferences.
19. To work flexibly and to undertake any other duties and responsibilities, including taking lead responsibility for projects and issues, as required by the AD and or Director of Children, Schools and Families.

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PERSON SPECIFICATION

POST TITLE: Strategic Lead Provider Engagement and Sufficiency

Grade: MGB

DIVISION/SECTION: Early Years, Family Wellbeing, and Early Help Service

Location: Various – borough wide

Responsible to: Head of Service

Responsible for:

Post number:

Date: March 2023

Qualifications / Skills / Knowledge/experience:

1. Excellent people management skills and track record of effective people management including performance management
2. Ability to uphold and promote the Council's Equality, Diversity and Inclusion policies to ensure non-discriminatory practice in all aspects of the work, ensuring that equality and diversity are embedded in the way the team is led, managed and services are embedded
3. In-depth and specialist knowledge of current legislation and policy and awareness of imminent policy change in relation to early years, childcare, out of school and market management
4. Extensive experience and proven track record at management level of successfully developing and delivering of programmes/projects including collaboration with partners, in a complex stakeholder environment
5. Ability to lead, influence and manage a high-profile transformation programme, represent the Council at national, regional and local meetings and events, raising the profile of Merton across key stakeholders and partners
6. Experienced and able to evidence successful partnership development or delivery through partnerships including an ability to work with local partners, including service users, to develop joint plans for implementing local services through a range of forums, chairing and leading a range of events, activities, meetings and networks, for example

7. Ability to plan, manage and monitor the use of available financial, physical, and human resources, aligning with strategic priorities and maximising opportunities for income and grant funding
8. Excellent communication and interpersonal skills, good negotiation, persuasion and organisational skills.
9. Ability to demonstrate resilience and drive to meet the demands and pressures of the post including the ability to cope effectively at times of crisis
10. Ability to assimilate and analyse information quickly, identifying issues, priorities and solutions and using effective models, techniques, ICT and resources to resolve issues.

The post does require working from various locations across the whole borough and therefore there is a requirement that the post holder can travel around the borough. There will be an expectation that the post holder can, work flexibly outside of core hours including evenings and weekends