

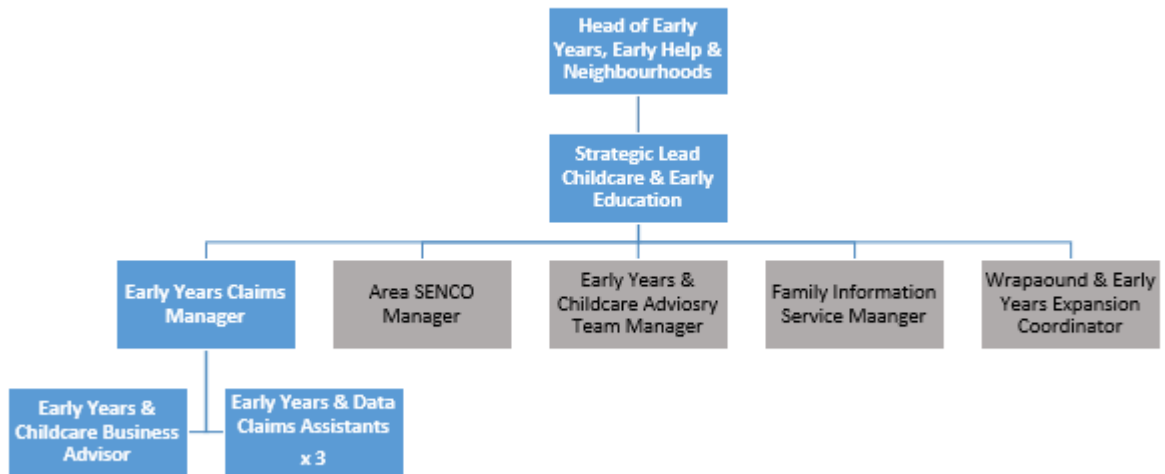
# **ROCHDALE BOROUGH COUNCIL**

## **JOB DESCRIPTION**

|   |  |
|---|--|
| <b>SERVICE:</b>                           | Early Years & Early Help   |
| <b>SECTION:</b>                           | Childcare & Early Education  |
| <b>LOCATION:</b>                          | Number One Riverside, Smith Street, Rochdale   |
| <b>JOB TITLE:</b>                         | Early Years & Childcare Business Advisor   |
| <b>POST NUMBER:</b>                       |  |
| <b>Grade:</b>                             | Grade 6  |
| <b>Accountable to:</b>                    |  |
| <b>Accountable for:</b>                   | None   |
| <b>Hours of Duty:</b>                     | 37 flexible working hours in accordance with the needs of the service.   |
| <b>Any Special Conditions of Service:</b> | Appointment to this post is subject to enhanced Criminal Record & Background Checks<br><br>Casual Car user allowance is payable<br><br>Flexible working – there will be some evening and occasional weekend work<br><br>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council. |

**The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.**

### **ORGANISATIONAL CHART**



## **PURPOSE AND OBJECTIVES OF THE JOB**

The Business Advisor will be an integral member of the wider early years and funding teams providing professional business advice and support to early years and childcare providers. This includes helping them effectively use the early year's government funding, to develop strategies for growth, improving operational efficiency, ensuring compliance with regulatory requirements, and offering guidance on financial management and sustainable business practices.

### **Control of Resources**

#### **Personnel**

None

#### **Financial**

The post holder will be required to monitor any external funding or grants received

#### **Equipment/Materials**

To be responsible for the furniture, equipment, consumable goods in relation to the work of the postholder.

### **Health/Safety/Welfare**

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

### **Equality and Diversity**

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

### **Training and Development**

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

### **Relationships (Internal and External)**

#### **Internal**

All members of the Early Years funding Team, The Wraparound & Early Years Expansion team and wider Early Help and Early Years teams  
Other Council departments as appropriate.  
Elected Members.

#### **External**

Providers and potential providers of Early Years and Childcare Services.  
Community groups/Township committees.  
Representatives of local agencies, associations, networks and forums.  
Regional networks.  
Government bodies

### **Responsibilities**

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

## **Values and Behaviours**

Approach the job at all times using the values set out below

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

Be aware of and apply these values and associated behaviours at all times.

## **Principal Duties**

1. To provide support and advice to early years providers on business strategy, operations, and financial management linked to the government funding streams for early years and childcare providers.
2. Ensure that early years and childcare providers understand and meet the legal and regulatory obligations within the sector.
3. Support early years and childcare providers in identifying areas for business improvement and opportunities for growth, developing sustainable financial plans and providing insights to help providers adapt to market changes and industry demands.
4. Deliver or facilitate training workshops to build the business acumen of early years and childcare providers. Facilitate networking opportunities and collaborations between early years and childcare providers
5. Keep providers updated on new tools, technologies, and methodologies that improve efficiency and service quality.
6. Build relationships with local authorities, regulatory bodies, and other key stakeholders in the sector.
7. Conduct research on sufficiency, market trends and childcare customer preferences.
8. Assist in carrying out funding audits of early years and childcare settings.
9. To work in partnership with colleagues (Neighbourhood Teams, Family Hubs, Early Years Advisory Team, School Improvement, SEN services etc) and organisations with an interest in childcare to provide integrated and effective support to improve the quality of childcare and outcomes for children.
10. Contribute to the development of the Childcare Sufficiency Assessment and any other relevant statutory reports.
11. Assist in delivering support in relation to the early years funding digital system as directed by the Senior Officer.
12. To ensure that appropriate records, reports and audits are prepared in a timely manner
13. To assist in the development and maintenance of procedural guidance notes in relation to the early years and childcare sectors use of the digital headcount submission tools.
14. To assist in project and development work under the direction of the Senior Officer, as required.

**Secondary Duties**

1. To deal with childcare funding queries in conjunction with other colleagues
2. To work in partnership with other colleagues in the wider Early Years Teams to promote and develop early years and childcare in its widest aspects.
3. To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
4. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by \_\_\_\_\_ Date \_\_\_\_\_

Agreed by Postholder \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Service Director \_\_\_\_\_ Date \_\_\_\_\_

This is a finance officer to be checked

|   |
|---|
| <p><b>Rochdale Metropolitan Borough Council</b><br/><b>Person Specification</b></p> |
|---|

|                  |                             |                      |  |
|------------------|-----------------------------|----------------------|--|
| <b>Service :</b> | EARLY YEARS & EARLY HELP    | <b>Post:</b>         | EARLY YEARS & CHILDCARE BUSINESS ADVISOR |
| <b>Section :</b> | CHILDCARE & EARLY EDUCATION | <b>Post Number :</b> |  |
| <b>Job Ref:</b>  |                             | <b>Grade:</b>        | 6  |

**Note to Applicants:**

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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|                 |                             |  |
|-----------------|-----------------------------|--|
| <b>Criteria</b> | <b>Essential (E)<br/>or</b> | <b>How Identified:<br/>AF Application Form<br/>I Interview</b> |
|-----------------|-----------------------------|--|

|   |   | <b>Desirable (D)</b> | <b>A Assessment</b> |
|---|---|----------------------|---------------------|
| <b>(a) Filter Questions</b>             |   |                      |                     |
| 1                                       | Full AAT qualification, business or finance foundation degree or equivalent   | E                    | AF, I               |
| 2                                       | Do you hold post qualifying experience of working in a role or supporting or advising about business sustainability                                       | E                    | AF, I               |
| 3                                       | Are you prepared to occasionally work evenings and weekends and travel within Rochdale Borough  | E                    | AF, I               |
| <b>(b) Qualification and Experience</b> |   |                      |                     |
| 1                                       | To possess GCSE English and Mathematics at Grade A*- C or Level 9-4, or an alternative Level 2 qualification in Literacy and Numeracy.                    | E                    | AF, I               |
| 2                                       | Full AAT qualification, business or finance foundation degree or equivalent   | E                    | I                   |
| 3                                       | Understanding of the Early Years and childcare funding streams.   | E                    | I                   |
| 4                                       | Experience in business consultancy, advisory, or management.  | E                    | AF, I               |
| 5                                       | Evidence of achievement in service delivery, which is quality driven, and responsive to statutory requirements and service needs.                         | E                    | AF, I               |
| 6                                       | Evidence of commitment to continuous personal development.  | E                    | AF, I               |
| <b>(c) Skills and Knowledge</b>         |   |                      |                     |
| 1                                       | Have an understanding of the early years and childcare sector and the financial constraints this sector works within                                      | E                    | AF                  |
| 2                                       | Ability to establish and maintain professional relationships with internal and external stakeholders and services.  | E                    | AF, I               |
| 3                                       | Track record of providing services and support designed to meet customer/stakeholder needs.   | E                    | AF, I               |
| 4                                       | Ability to present information and deliver to diverse client groups and to recognise and offer a flexible, responsive choice of service delivery.         | E                    | I                   |
| 5                                       | Ability to plan ahead, determine priorities and organise all available resources towards the achievement of objectives.                                   | E                    | I                   |
| 6                                       | An ability to communicate effectively work collaboratively with a wide range of services internally and externally.                                       | E                    | I                   |
| 7                                       | Ability to coach, mentor and influence others and to exercise own judgement.  | E                    | AF, I               |
| 8                                       | Ability to develop creative solutions to sector issues.   | E                    | I                   |
| 9                                       | Experience of operating a variety of IT applications in daily work and utilising spreadsheets for data analysis and creating financial/business solutions | E                    | AF, A               |

|   |   |      |
|---|---|------|
| 11 Ability to assist with funding audit assignments, including special investigations, to meet objectives and statutory guidance.   | E | AF   |
| <b>(d) Special Working Conditions</b>   |   |      |
| Appointment to this post is subject of enhanced Criminal Record & Background Checks<br><br>Casual Car user allowance is payable<br><br>Flexible working – there will be some evening and occasional weekend work  |   |      |
| <b>(e) Behaviours and Values</b>  |   |      |
| Approach the job at all times using the values set out below: <ul style="list-style-type: none"> <li>• Proud of the difference we make</li> <li>• Passionate about the diversities of the Borough</li> <li>• Pioneering and Open in our Approach</li> </ul><br>Please be aware of and apply these values and associated behaviours at all times | E | AF,I |