

Administrative Officer (School Capital Projects)

Role Profile

Service: Children's Directorate - Schools Capital Projects Team
Band: Band 5
Reporting to: Schools Capital Projects Manager
Responsible for: No direct reports



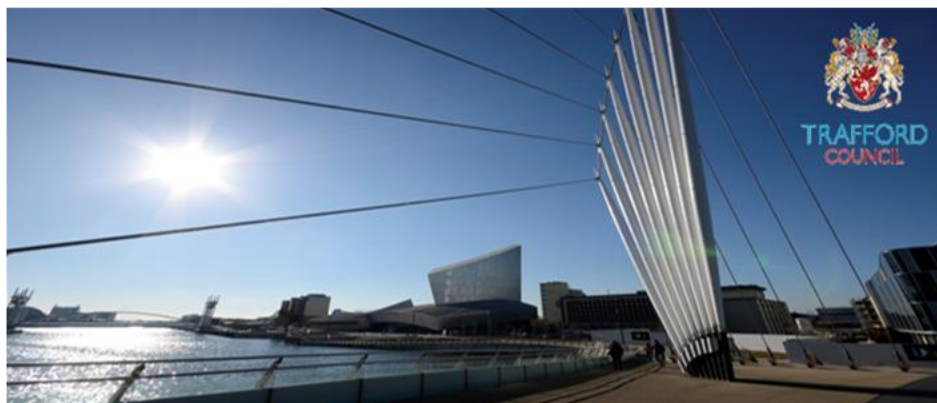
About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors have a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

Our vision: Trafford – where all our residents, businesses and communities thrive

At the heart of our vision is a common cause – we want to make Trafford a better borough. We want to make it a place where everyone has a chance to succeed and where everybody has a voice. Through our new vision, we are making a commitment to work together across different services and agencies to make the best use of our resources.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring.

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values-based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Overview

The School Capital Projects Team sits within the Children's Services Directorate and supports Trafford's corporate priority of the best start for our children and young people, by ensuring that pupils can thrive and achieve their educational outcomes through fit for purpose and high-quality learning environments. Improving the fabric of our school buildings also allows us to support addressing the climate crisis. We are a small and busy team with responsibility for education capital funding. This includes supporting large scale capital schemes, providing asset management information for schools to identify investment priorities, and submitting bids for further funding.

This post supports delivery of the DfE Education Estates Strategy to ensure Trafford meets the School Estate Management Standards. It also provides support calculating the impact of existing and new residential development proposals on education infrastructure and monitoring contributions from housing developers.

Your Main Priorities

- Oversee the schools' condition survey programme, including management of the Schools' Asset Management database
- Co-ordinate statutory DfE submissions in relation to the Education Estates Strategy
- Assess the impact of new residential development proposals and monitor/track progress for any agreed developer contributions

Key duties

- Overseeing the schools' condition survey programme, including management of the Schools' Asset Management database, co-ordination of re-survey programme, footprint plans and quality assurance of data across the Council's school property portfolio in liaison with asset management surveyors (external partner)
- Producing key asset management information and reports to ensure that capital funding and existing assets are used as efficiently and effectively as possible to raise educational standards and to determine priorities for the allocation of resources in long term planned maintenance programmes
- Providing evidence for allocation of capital expenditure and bids for further DfE funding
- Co-ordinating statutory DfE submissions in relation to asset management of Schools and support the implementation of the DfE Education Estates Strategy and School Estate Management Standards
- Providing advice and support to schools and wider users regarding Asset Management Plan information, through a range of channels including in person during school visits and external meetings
- Monitoring DfE Schools Condition Data Collection and sharing with relevant stakeholders
- Analysing the existing school accommodation to identify shortfall/surplus accommodation and identifying where in the Authority additional accommodation could be provided / removed or repurposed
- Co-ordinating statutory DfE submissions for the School Capacity Survey (SCAP) including the statutory net capacity data for all state funded mainstream and special schools, including academies, to determine admission numbers and inform sufficiency
- Using relevant mapping, pupil and capacity data to establish the impact of existing and new residential development proposals on education infrastructure
- Monitoring and tracking housing development progress and ensuring any agreed education developer contributions are received and allocated to appropriate school developments
- Monitoring a variety of capital funding streams for mainstream and special schools and provide effective and efficient administration, procurement, and financial process support. Ensuring compliance with the Council's Contract Procedure Rules and other relevant procurement legislation and financial regulations
- Liaising as appropriate with DfE, schools, other departments/local authorities and external partners
- Undertaking any other duties commensurate with the grade of the post as required from time to time by the needs of the service.

About You

Qualifications and Professional Development

- Recognised level 4 qualification in Business Administration, Management, or a related subject, or equivalent level of experience
- Additional qualifications in project management would be desirable
- Evidence of continued professional and personal development

Experience and Knowledge

- Relevant experience in a busy and demanding business administration environment.
- Knowledge of asset management systems (KyKloud desirable)
- Experience of analysing large volumes of data and of monitoring and evaluation processes to provide accurate, clear, transparent reports for a variety of audiences
- Relevant experience working in a data management role, using web-based, online information and computerised financial management systems
- Experience of working with partner organisations and delivering information and advice to external stakeholders
- Knowledge of the School Premises Regulations 2012, DfE Building Bulletin guidance, DfE Education Estates Strategy and School Estate Management Standards and understanding of associated statutory guidance and departmental advice
- To have an appreciation of the Councils' responsibility in respect of Health and Safety and Statutory Compliance in respect of building and property issues and to raise any concerns in this regard with senior colleagues and appropriate staff
- Knowledge and broad understanding of project management principles and processes
- Understanding of issues affecting the sustainability of education provision and of the demographics and specific challenges for education providers across the borough
- Understanding of GDPR principles and the management and accurate recording of information

Skills and abilities

- Advanced IT skills on web-based applications and experience of using Microsoft 365 applications including functions on Word, Excel and Outlook

- Excellent verbal and written communication skills, with the ability to share ideas, produce reports and present information in a format easily understood to a wide range of audiences
- Ability to build and maintain relationships with internal and external stakeholders, gaining support to achieve shared objectives
- Strong organisational and planning skills; prioritising and coordinating workloads, managing multiple priorities effectively to produce work to a high standard and within expected deadlines
- High attention to detail and accuracy, with the ability to handle confidential information with discretion
- Strong analytical and problem-solving skills, able to interpret complex data and information and find appropriate solutions in a timely manner
- Proactive and solutions-focused, with the ability to identify and implement improvements in processes and procedures
- Flexible and adaptable, with the ability to work effectively under pressure and in a changing environment
- Ability to maintain and monitor computerised record systems accurately whilst adhering to Data Protection
- Ability to work independently, but also as part of a team

Special Conditions

- Willing and able to travel to sites within the Trafford Borough

Date prepared/revised	Existing (date unknown) / Updated & trans to new template 14.7.26
Prepared/revised by	Claire Fisher/ Sarah Butters
Job Evaluation	Existing evaluation

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery.
To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Information Governance

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.