

Job Description

SEND Allocations Officer

Role Profile	Grade I
Service/Team	Education and Skills, SEND
Reports to	Head of Service SEND Strategic
Responsible for	N/A
Number of posts	1

My job improves the quality of life for the people of Bournemouth Christchurch and Poole by driving improvements in the management of quality data in the SEND Service and contributing towards improving the learning and emotional wellbeing outcomes of children and young people across Bournemouth, Christchurch and Poole enabling them to reach their full potential.

Job Overview

Specifically, you will work in partnership with colleagues across relevant Council departments, educational settings and with partners and contribute to the co-ordination of improving the quality and management of the financial data recorded in the SEND Service; convey the data accurately and seamlessly between the SEND and Access to Resources (ART) and Finance Teams and provide reports as appropriate.

Key Responsibilities

1. Maintain authoritative knowledge of work practices, processes and procedures (including legal and regulatory requirements and the risk of non-compliance) relevant to SEND and coach others to support their professional development.
2. Create, maintain and deliver a Synergy Finance training programme for internal partners.
3. Analyse SEND data and interpret customer information, highlighting and reporting on relevant trends or issues and potential solutions to managers in order to support informed decision making.
4. Co-ordinate processes and systems in relation to work-flow management which informs the High Needs Budget and Synergy/data systems. This will ensure SEND provision information is accurate and will facilitate accurate budget forecasting.
5. Collate and present data to senior managers at the monthly SEND Strategic Finance Meeting to allow for accurate monitoring of the High Needs Budget and identification and mitigation of any risks.
6. To ensure that statutory returns are met and that data with the local authority is handled and managed effectively to make sure financial updates to the Access to Resources team are achieved to enable them to make payments to providers and prevent late fees being incurred.
7. Enable a consistent approach and communication of personal budget management to parents and carers and across all service areas, including use of corporate systems and applications.
8. Ensure all payments for personal budgets are coordinated and processed through the statutory assessment panel and monitored effectively and accurately as detailed in the BCP Personal Budget Policy.

9. To liaise with schools and other educational settings within and outside of the BCP area to make sure the LA maintains accurate information on funding and there is a sufficiency of special and mainstream educational placements for children with EHCP's.
10. To work in partnership with the ART team to ensure invoices are paid in accordance with council procurement and financial regulations and ensure accurate recording of SEN placements and associated finance.
11. As directed, to act as a lead, allocating work and training and coaching others in system and data management to ensure the business needs are met and there is accurate reporting.
12. Monitor SEND funding requests to ensure they have been submitted accurately using correct procedures and work in partnership with Education Health and Care Co-Ordinators and Management to address any errors.
13. Identify and rectify any funding queries to enable senior managers to monitor and forecast spend of the high needs budget accurately.
14. Provide complex and specialist advice to internal and external partners on a range of issues relating to SEND and SEND finance.
15. Make evidence based and outcome focussed decisions using proactive risk management and within set procedures, making recommendations for managers about more complex decisions.
16. Identify, develop and recommend system and service improvements to the SEND Senior Management Team to ensure the efficiency and continuity of the SEND area of work.
17. Develop relationships and robust partnerships with customers and other agencies which could have a direct impact on the service.
18. Plan and organize own workload in an everchanging political and work environment with resultant changing demands and challenging deadlines.

Specific Qualifications and Experience

1. Relevant professional qualification (or equivalent experience) with clearly evidenced continuous professional development and understanding of industry best practice and broader commercial awareness.
2. Good knowledge of ICT including Excel, Word, Outlook and other programmes relevant to the role.
3. Proactive approach to a complex case load, understanding different partners needs.
4. Provide complex and specialist advice on a range of issues within set guidelines.
5. Analyse data and interpret information, highlighting relevant trends or issues to managers in order to support informed decision making.
6. Co-ordinate processes and systems in relation to work-flow management.
7. Present information and recommendations in a focused and engaging way.

Personal Qualities & Attributes

- Highly- developed and effective written and oral communication skills.

- Ability to plan and prioritise tasks and manage time effectively to meet deadlines under pressure.
- Ability to work as part of a team and support other members of the team.
- High level of interpersonal skills including the ability to listen and skills to mediate in difficult situations.
- An empathetic approach to colleagues, parents and young people and an ability to work effectively with them while maintain an appropriate professional 'distance'.
- Ability to relate to and develop relationships with a wide range of professionals and other individuals (including vulnerable adults and young people) and organisations at a variety of levels.
- Ability to problem solve and create/ innovate approaches to service delivery, within a framework of statutory guidance and regulations.
- Ability to develop depth of knowledge within specialist area.

Job Requirements

Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.