

# Job Description

## Place Planning Manager

Role Profile	Leadership BCP Band M
Service/Team	Education and Skills - School Place Planning
Reports to	Head of Service – Place Planning, Admissions and Capital
Responsible for	Places & Early Years Sufficiency Officer
Number of posts	1
Post number	tbc
Career Grade	n/a

**My job improves the quality of life for the people of Bournemouth Christchurch and Poole (BCP) by ensuring children have access to a quality local school place.**

### Job Overview

Working closely with schools and colleagues within BCP Council, the Place Planning Manager will plan, develop and implement changes to the provision of places 0-25 helping to provide the right conditions for the effective operation and organisation of schools ensuring access to sufficient local quality school places to meet the needs of the communities we serve.

### Key Responsibilities

- Working with all stakeholders, utilise key data and information to communicate changes, influence decision making and formulate plans and options for school organisation change across individual schools and associated planning areas.
- Working in partnership, develop and implement the Council's Place Planning Strategies to secure sufficient early years, mainstream and specialist school places 0-25 including an assessment of the impact of new house building on education infrastructure requirements.
- Communicate changes in data and trends to local & regional partners and strategies and inform the strategic needs of our education infrastructure
- Working with specialist teams, local school partners and parents/carers and local groups, take a systems leadership approach to plan and commission new specialist school places for children with complex needs to create local pathways for learning, provide local places for local children and secure value for money as part of the Council's SEND improvement journey.
- Build and nurture positive working relationships with stakeholders including senior managers, early years providers, schools, diocese, academy trusts, elected members, and communities to ensure service priorities are shared and communicated effectively
- Strive to deliver continuous education improvement in the context of school place planning in BCP by working collaboratively across services and partner organisations, and deploying technical expertise to identify and deliver such improvements
- Provide support to headteachers to develop strategic plans to mitigate the impact of falling pupil numbers on school budgets and promote understanding of how the strategic need for places locally should be used to better frame decision making in the interests of local schools, families and the communities they serve.
- To work with managers across BCP Education & Skills to support our settings provide collective responses with shared accountabilities in managing increases and decreases in numbers over time.
- Acting as a point of contact for the delivery of the school place planning function, provide professional support and advice to encourage school to school partnerships and collaborative models to help support school improvement, promote sustainable schools, strengthen continuity and progression for children and families and help create the right conditions for schools to thrive.
- Establishing close working relationships with settings, school leaders, governing boards, colleagues and partners, co-produce and develop major change programmes for the implementation of a range of school organisation proposals including rationalisation, amalgamation, enlargement, collaborative and partnership arrangements, new schools and school closure. Ensure that the appropriate statutory proposals are followed including consultation and reporting requirements.
- Support schools to maximise use of existing accommodation to meet local community need

- Lead delivery of the service objectives through applied project management, collating and analysing information and managing service level agreements.
- Commission new schools through competition involving the planning, development and submission initial free school applications to the DfE, the publication of the school specification and the process of inviting, assessing and evaluating bids from sponsor trusts, ranking these and providing feedback to sponsor trusts liaising with the DfE, RSC, elected members and neighbouring local authorities. Support the delivery of new schools from the initial meeting through to readiness to open and all aspects in between.
- Generating defined short, medium, and long-term plans to anticipate and pro-actively response to changes which impact on service delivery.
- Manage a small team to deliver the place planning function, ensuring arrangements are in place for robust performance management and support and challenge.
- Lead, plan and organise the activities of others, considering both short and long term implications to ensure strategic direction is supported.
- Lead in the development of transparent and accessible information for all partners, setting out plans and evidence for school organisation and school place sufficiency projects, and lead the consultation process to implement proposals for change.

### **Specific Qualifications and Experience**

- Relevant Degree (or equivalent experience)
  - Advanced relevant professional qualification preferably a teaching qualification (or equivalent experience)
  - Senior Leadership Qualification or experience would be desirable (e.g., NPQH)
  - Experience gained from working as a senior leader of whole school organisation, strategy and development, educational structures and strategies, policies and initiatives and issues in education as they affect schools, families, children, governors.
  - An in-depth specialist knowledge and understanding of schools and how teaching, learning, curriculum, leadership, management and governance contribute to the overall effectiveness and sustainability of schools and use this to establish a whole school approach to school place planning.
  - Significant experience of developing, implementing strategic plans and evaluating the impact of these seeking continuous improvement.
  - In depth experience and knowledge of school funding and budgeting and managing school resources to support change, deliver value for money and deliver high quality services.
  - Manage and use allocated budget and resource effectively and flexibly to ensure delivery of service objectives within budget and suggest any opportunities to generate income.
  - Experience of initiating and managing change and improvement in the pursuit of strategic objectives, providing persuasive arguments for change, influencing others and providing high quality challenge and support.
  - Knowledge of project and performance management and a track record of delivering resource constrained projects using data to inform decision making.
  - Substantial managerial experience organising and coordinating business support services and coordinating the work of multi-disciplinary teams to secure coordinated outcomes.
- 
- Experience of building and maintaining high quality relationships at all levels.
  - Experience of evaluating options, assessing risk and determining appropriate actions.
  - Experience of supporting teams and individuals to maximise potential and achieve objectives.

### **Personal Qualities & Attributes**

- Ability to demonstrate effective involvement of stakeholders in the development and delivery of services and inspire trust and confidence of frontline practitioners, building alliances within a mixed economy of educational settings and harnessing the benefits of partnership working.
- Ability to act and think strategically and laterally to develop and implement creative solutions to complex problems working with multiple teams
- Strong programme / project management skills

- Strong leadership and management skills with well-developed negotiating and influencing skills ensuring that a balance of interests and outcomes are achieved for a range of stakeholders and partner organisations.
- The post holder will be a skilled communicator both oral and written and have a confident presentation style.
- The postholder will have the authority and credibility to engage and sustain high quality relationships at all levels within the organisation and with partner agencies and act independently as necessary.
- Good organisational and time management skills demonstrating an ability to assess, monitor and manage a competing workload of priorities.
- Strong analytical skills and ability to interpret and utilise data and information to assess gaps in provision and inform decision making and quickly establish key issues.
- Demonstrate acute awareness of local, regional and national educational issues, education legislation and the standards expected of schools including understanding of wider local government issues and the political context in which it operates.
- Uphold principles of fairness and equity in our day-to-day practice and ensure that this is a key tenant in the development of policy.
- An understanding of political sensitivities and demonstrate confidence and competence in working with elected members, regulators and field forces.
- The postholder must maintain confidence by ensuring the culture of our organisation and are values and behaviours are embodied at every level and the reputation of BCP Council is promoted at every opportunity.
- The postholder needs to be an agile thinker, collegiate and comfortable with working in a team and across partners using their initiative
- Knowledge of the Council's constitution, processes and procedures
- Able to deal with confidential and highly sensitive issues
- Effective ICT skills

### **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.