

Job Description

Department: Children's Services

Division/Section: Education

Job Title: Education Capital and Assets Place Planning Officer

Post No:

Grade:

Reports to: Head of Education Capital and Place Planning

**Organisation
Chart:**

Service Director – Education Services

Show immediate
manager and any
jobs reporting to
this post,
including grades.

Head of Education Capital and Place Planning

Education Capital and Assets
Place Planning Officer

Education Capital and Assets
Project Officer

**CRB Check
applicable?**

Standard ☐ Enhanced ☐ None ☐

**Is post exempt under the Rehabilitation of Offenders Act
1974 in respect of declaration of spent convictions?**

Yes ☐ No ☐

**Line Management
responsibility for:**

No. of direct reports: None

No. of indirect reports: 5 (Internal and external consultants)

Size of budget:

Influencing & Accounting For Circa £22M capital

Job Purpose:

- To assist and deputise for the Head of Place Planning on all aspects of the role as required assuming their level of authority
- To Act as lead officer in the council's delivery of its statutory duty to provide sufficient school places.
- This will include both the school place planning function for the authority, as well as the determination of how school places should be provided through the delivery of new schools (or smaller capital projects) and all that entails (Free School bidding route and/or Free School presumption route)

- To monitor all Planning applications to maximise the opportunities to seek infrastructure funding (relating to education) from all developments
- To be the officer responsible for collating and preparing all data as part of the place planning statutory reporting duties of the council (e.g. DfE SCAP return, School Organisation Plan etc.) and as a contribution to other Council wide documents (e.g. Peterborough Local Plan)
- To assist and deputise for the Head of Place Planning on all aspects of the role as required, assuming their level of authority
- To liaise with and cover for the Officer responsible for the Schools Project Officer in his/her absence.

Main Duties and Responsibilities:

- To support the work of the Head of Service in carrying out the statutory duty to ensure the local authority provides sufficient school places
- To be responsible for the statutory place planning duty for the Council. This will include both the school place planning function for the authority, as well as the determination of how school places should be provided through the delivery of new schools (or smaller capital projects) and all that entails (Free School bidding route and/or Free School presumption route). This will also include regular liaison and partnership working with Head Teachers, Planning and Regeneration Offices, Corporate Property colleagues, Developers and Contractors and our demography data providers
- Work directly with Headteacher groups to monitor and plan both school place pressures and areas of surplus school places. Provide solutions to complex scenarios where there are too few or too many school places available
- To liaise with the Education Officers for Admissions and Attendance and Transport and the Head of SEND and Inclusion where local pressures have been identified
- To liaise with the Education Officers for Admissions and Attendance and Transport and the Head of SEND and Inclusion where local over-supply of school places has been identified In both cases as above, provide solutions to the complex scenarios where there are too few or too many school places available
- To liaise with the Education Officers for Admissions and Attendance and Transport and the Head of SEND and Inclusion to respond to contextual pressures arising from national issues (such as migration, refugees and other global consequences)
- To lead on the collation and preparation of all data as part of the place planning statutory reporting duties of the council (e.g. DfE SCAP return, School Organisation Plan etc.) and as a contribution to other Council wide documents (e.g. Peterborough Local Plan)
- To attend review groups (both internal and external), team meetings and the Children's Service Capital Projects Board where an input is required on the Place Planning duty. To facilitate the capital project board including providing papers and project documentation.
- To be part of any internal or external teams where an input relating to Place Planning is required
- To attend Council meetings as required in order to advise Members, Directors etc. on all aspects relating to the Place Planning function
- To monitor the Council's planning process in order to maximise the opportunities to seek any or all infrastructure funding (relating to education) from all developments
- To carry out calculations arising from the planning applications in order to maximise the contributions due to the council from any new developments
- To carry out and review in a timely manner all net capacity assessments for schools (in accordance with the DfE net capacity guidance)
- To undertake research, collect and analyse data to develop policy, project planning and delivery
- To undertake research and produce appropriate reports, discussion papers, briefings and other documents to be presented to a variety of stakeholders, including Council Members,

Senior Officers of the Council. School Leaders and any other internal and external interested parties relating to the place planning function

- To keep abreast of any new legislation, statutory guidance, central government policies, local authority policies and practices and any internal or external factors relevant to the role
- To be prepared to attend external focus group meetings, seminars and conferences where this will aid the council in its statutory place planning duties
- To deal sensitively with a range of complex and contentious enquiries from all stakeholders, dealing efficiently with any issues requiring immediate attention (including Members and MPs questions and Freedom of Information requests)
- To ensure that the necessary publicity and information is provided as required and that adequate stakeholder consultation take place ensuring that all stakeholders are fully consulted and given the opportunity to participate in the process
- To deputise for the Head of Education Capital and Place Planning in their absence
- To liaise with and cover for the Schools Project Officer in his/her absence.
- To achieve good service outcomes, outputs and personal appraisal targets
- To undertake training as required, including all Council mandatory training

Generic Responsibilities:	To carry out all responsibilities with regard to the Council's Equal Opportunities Policy and Procedures and Customer Care Policy. To comply with all Health & Safety at work requirements as laid down by the employer.
Flexibility Clause:	Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.
Variation Clause:	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them, and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>
DATE:	March 2024

Person Specification

JOB TITLE: Capital Projects and Assets officer

POST NO:

GRADE:

DEPARTMENT: Children's Services

HOURS 37

DIVISION: Education

DIRECTOR: John Gregg

DATE: March 2024

COMPLETED BY: Chris Baird

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> Knowledge of corporate governance processes Project management methodologies Knowledge of school structures/ organisation Knowledge of EFA/DfE protocols and methodologies in regard to capital projects for schools (e.g., Academies, Priority Schools Building Programme) An understanding of Children's Services property and school place planning issues Knowledge of health and safety issues 	<p>Knowledge of GIS systems</p> <p>Knowledge of relevant legislation</p> <p>Knowledge of financial management of projects</p>
SKILLS & ABILITIES	<ul style="list-style-type: none"> High standards of numeracy, literacy, communication, and presentation skills Ability to operate at the most senior levels Within the organisation including those at schools and external organisations The ability to operate effectively in a diverse team environment Ability to produce reports for a wide range of audiences A self-starter and self-motivated Driven and energetic Visible, approachable, and accessible Resilient, determined, and confident Ability to use all aspects of ICT Ability to communicate at all levels, both orally and in writing to a wide range of people Ability to work under pressure with minimum supervision Ability to work on several projects which are ongoing at the same time requiring regular re-prioritisation 	<p>Ability to use GIS systems to produce graphical data</p>
EXPERIENCE	<ul style="list-style-type: none"> Experience of Operating at the most senior levels of the organisation Experience of working with external consultants and agencies Experience of working with school staff at all 	<p>Experience of using GIS</p> <p>Experience of project management</p>

	<ul style="list-style-type: none"> levels • Experience of working with school governing bodies • Experience of communicating with a range of stakeholders including young people and their families • Experience of working within a property environment • Experience of financial monitoring • Experience of communicating at all levels • Experience of working in a pupil place planning field 	
QUALIFICATIONS	<ul style="list-style-type: none"> • Degree level or Equivalent 	
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Ability to work flexible hours when necessary due to commitments to deadlines, and working outside of normal working hours • Ability to visit all Education properties within the PCC District boundary 	Full UK drivers licence
EQUALITY	Candidates must demonstrate understanding of acceptance and commitment to the principles underlying equal opportunities. (A & I)	
CUSTOMER CARE	Knowledge and understanding of effective customer care (A & I)	

[At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (AI) Application / Interview, (P) Presentation, (W) Written Test.]