

## Job Description



### Adults & Communities

<b>Post Title</b>	<b>Early Years Capital Programme Officer</b>		
<b>Post Number</b>	<b>BG17896</b>	<b>Grade</b>	<b>6</b>
<b>Base</b>	<b>Agile</b>	<b>Hours of Work</b>	<b>37</b>
<b>Car User Allowance</b>		<b>Disclosure</b>	<b>Enhanced</b>
<b>Contact</b>	<b>Martine Redfern</b>	<b>Updated</b>	<b>February 2025</b>

### Principal Job Purpose

Responsible to: Childcare Strategy Team Leader – Children's Services

Responsible for: Providing the Children's Services Team with comprehensive capital project management support. We are looking to recruit a highly skilled Capital Programme Officer to support the development of all capital projects initiated through the Early Years and Childcare Teams, including the Childcare Offer and Flying Start Capital Programme etc.. This would include project management support, planning, delivery and monitoring of the various programmes..

### Principal Accountabilities

1. To work with the Service Manager, Flying Start Programme Manager and Childcare and Play Manager and Childcare Strategy Team Leader to help identify capital projects which meet relevant funding criteria, and the requirement of Blaenau Gwent Childcare Sufficiency Assessment, in order to increase the capacity of childcare places within the Authority.
2. To be responsible for developing the relevant capital programme funding applications including undertaking research, scoping work and consultations to

support the initial funding applications and subsequent Strategic Outline Plans and Business Justification Case for each project.

3. To lead on community and Member consultation and engagement events to collect data and evidence required to submit relevant funding applications.
4. To be responsible for the completion and submission of capital quarterly reports, performance reports bids and grant returns to the Welsh Government in accordance with the Grant Award.
5. To develop a project business toolkit and timeline for all the capital programmes and coordinate a project management group and meetings to oversee progress.
6. To use your knowledge and experience to lead on other small capital programme bids across Children's Services when required.
7. To co-ordinate health and safety and maintenance activity at Blaina ICC and the Flying Start hubs, working alongside our Health and Safety team and Technical Services Department to ensure high standards are maintained.
8. To develop tender documents and to work alongside successful applicants to ensure transition into the finishing project.
9. To work alongside the Authorities Capital Accountant to monitor spend and compile the financial forecasts and progress reports.
10. To co-ordinate consultation activity with the public, elected members and other interested parties on any proposals and to manage communications updates.
11. To undertake and scope any preliminary work required in relation to the development of the project which could include enquiries about land acquisition, planning considerations and technical issues.
12. To develop detailed project schedules and work plans, by working alongside and liaising with the Authorities Technical Services Department, Architects, Planning and Maintenance teams to monitor progress and ensure timescales of projects are in line with schedule of work.
13. To provide project updates on a consistent basis to various stakeholders about strategy, adjustments and progress.
14. To assist with procuring contractors, materials, providers and other items necessary for completion of capital projects and service delivery.
15. To manage contracts with vendors and suppliers and communicating expecting deliverables when required.
16. To track project costs to meet budgets and highlighting effectively under/overspends and in liaison with relevant Managers realign these figures to ensure best value.
17. To negotiate, manage and monitor any Flying Start / Childcare Offer premises related issues including tendering of new childcare provision.

18. To meet Health and Safety inspectors onsite at any of the Early Years and Childcare buildings including the Flying Start Hubs and take forward the actions of the Health and Safety and Fire Risk inspections.
19. Developing a robust system across all Flying Start premises for practitioners to report any premises issues and manage spend in accordance with allocated budgets.
20. As a condition of your employment, you may be required to undertake such other duties and/or times of work as may reasonably be required of you, commensurate with your grade and level of responsibility within the Authority.
21. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at work.
22. To adhere to the principles of the Corporate Equality Policy and ensure a commitment to anti-discriminatory practice.

## Person Specification – Non Managerial

1. Qualifications & experience	Assessment Method				
	Essential / Desirable	App. Form	Interview	Other (please specify)	Probationary Period
<b>Qualifications</b>					
A degree and/or equivalent professional qualification in Business, Finance, Engineering or relevant capital programme field	Essential	✓			
Relevant Project Management Qualification or extensive demonstrable experience in managing projects	Essential	✓			✓
<b>Experience</b>					
Experience of managing or working on Capital Programmes and alongside Technical Services Teams	Essential	✓			✓
Experience in submitting financial grant applications / bids to obtain funding	Essential		✓		✓
Experience of building management and maintenance	Essential	✓	✓		✓
Experience of managing Welsh Government Grant funding	Essential	✓	✓		
Experience of working in partnership with a wide range of individuals and agencies,	Desirable	✓			
Experience in the production of strategic documents and reports	Essential	✓			
Experience in procuring services and SLA experience	Essential	✓	✓		
Experience in organising project management meetings, taking minutes and monitoring actions	Essential	✓	✓		
<b>Knowledge/Skills</b>					
Knowledge of capital funding / writing bids	Essential	✓	✓		✓
Knowledge of Health and Safety requirements within buildings	Essential	✓			✓
Ability to demonstrate good organisational skills and prioritise workload.	Essential	✓			✓
Excellent analytical skills	Essential	✓			✓
Ability to use a range of IT packages for collection, monitoring and evaluation of statistical data, including proficient use of excel spreadsheets, access	Essential	✓	✓		✓

database and data analysis						
Ability to work on own initiative within set parameters and as part of a team	Essential	✓			✓	
Proven ability to solve problems creatively.	Essential	✓	✓		✓	
Effective communicator both verbally and in writing and able to produce reports for senior managers with recommendations on contracts or programme delivery	Essential	✓	✓		✓	
Ability to manage financial, recordkeeping and tracking systems to ensure Welsh Government requirements are met.	Essential		✓		✓	
Ability to collect, collate and analyse a range of qualitative and quantitative data	Essential		✓		✓	
A knowledge of new and existing initiatives targeted at reducing child poverty in Wales, e.g. Flying Start, Early Years & Childcare	Desirable	✓	✓		✓	
<b>2. Special Requirements</b>					Essential	Desirable
• Full driving licence and access to a car for work purpose					✓	
• Ability to speak Welsh						✓

### 3. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework.

In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

Assessment Method					
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Delivering the service</b>	Plans ahead, organises work in advance		✓		✓
	Involves line manager/colleagues in setting and meeting targets		✓		✓

	Reorganises work when necessary		✓		✓
	Sees tasks through to completion whenever possible		✓		✓
	Seeks help if workload becomes unmanageable		✓		✓
	Uses initiative to report issues that arise that impact on others		✓		✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Improvement &amp; Change</b>	Is prepared to try new things & feed back results				✓
	Understands that changes are needed if things are to be improved				✓
	Finds new and creative ways of doing things better				✓
	Actively seeks to develop own skills and knowledge				✓
	Learns from mistakes & welcomes constructive feedback				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Providing Excellent Customer Service</b>	Recognises the importance of high standards of customer service		✓		✓
	Is committed to providing an excellent service to all the citizens of Blaenau Gwent				✓
	Understands the links between own professionalism and the possible impact on the Authority's image				✓

	Has a professional attitude that sets an example to colleagues				✓
	Takes pride in own work and that of colleagues				✓
	Is respectful, courteous and helpful at all times				✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Team Working</b>	Reacts constructively to others' suggestions and requests				✓
	Recognises potential value of others' opinions and actively seeks their contributions				✓
	Asks for help when necessary				✓
	Actively seeks to help others				✓
	Is aware of the impact of own behaviour on others				✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Communicating</b>	Adapts content and style to help others understand				✓
	Makes sure that people are regularly informed				✓
	Uses appropriate language, gestures and tone when talking with others				✓
	Checks others have understood & seeks advice when necessary				✓

	Actively seeks to improve all forms of communication with others				✓
	Communicates professionally by using formal channels appropriate to the situation				✓