

Job Description

Position Details

Position:	Early Years Capital Programme Officer
Directorate:	Social Services
Service:	Childcare and Play Team
Position no:	
Grade:	6
Hours of work:	37
Work style:	Agile Worker Home/Blaina ICC
DBS required:	Enhanced Disclosure with Child and Adult Barred List
Contact:	Martine Redfern
Date:	August 2025

Politically Restricted? ☐ Yes* ☒ No

* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990

About the Position

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

Responsible for:

Providing the Children's Services Team with comprehensive capital project management and building management support. We are looking to recruit a highly skilled Officer to support the development of all capital projects initiated through the Early Years and Childcare Capital programme and to provide support in managing Blaina ICC and Flying Start hubs. This would include project management support, planning, delivery and monitoring of all capital activity and ensuring systems are in place for monitoring Health and Safety and building maintenance issues and relevant actions are completed to ensure buildings are kept to the best possible standards.

Principal Accountabilities

1. To work with the service managers 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 (including land acquisition, planning

considerations and technical issues) 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 develop tender documents and to work alongside successful applicants to ensure transition into the finishing project.
8. To work alongside the Authorities Capital Accountant to monitor spend and compile the financial forecasts and progress reports.
9. 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.
10. To provide project updates on a consistent basis to various stakeholders about strategy, adjustments and progress.
11. To assist with procuring contractors, materials, providers and other items necessary for completion of capital projects and service delivery.
12. To manage contracts with vendors and suppliers and communicating expecting deliverables when required.
13. 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.
14. To take a proactive approach to building improvements, researching and recommending actions that could be undertaken to improve building efficiency and functionality, enhance working environment and public spaces.
15. To negotiate, manage and monitor any Flying Start / Childcare Offer premises related issues including tendering of new childcare provision.
16. 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.
17. Developing a robust system across Blaina ICC and all Flying Start premises for practitioners to report any premises issues and manage spend in accordance with allocated budgets.
18. 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.
19. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at work.

20. To adhere to the principles of the Corporate Equality Policy and ensure a commitment to anti-discriminatory practice.

General Accountabilities

1. To comply with the Council's Policy Statement on Health, Safety and Welfare at Work.
2. To positively promote the Council's Strategic Equality Plan and ensure commitment to anti-discriminatory practice.
3. To demonstrate a commitment to ongoing personal development.
4. To adhere to data protection principles whilst undertaking your duties.
5. To be responsible for undertaking your duties in a way that safeguards and promotes the welfare of children, young people and adults at risk. You must bring issues of concern regarding the safety and welfare of children, young people and adults at risk to the attention of the Safeguarding Officer in your service as soon as you become aware of them.
6. Undertake other duties that may be required of you, commensurate of your grade or general level of responsibility within the organisation.

This job description sets out the main responsibilities of the position at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility.

Person Specification

Requirements	Essential (E) / Desirable (D)	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Qualifications		
A degree and/or equivalent professional qualification in Business, Finance, Engineering or other relevant programme field	E	A
Relevant Project Management Qualification or extensive demonstrable experience in managing projects	E	A, PP
Experience		
Experience of managing or working on Capital Programmes and alongside Technical Services Teams	D	A, I, PP
Experience in submitting financial grant applications / bids to obtain funding	D	I, PP
Experience of building management and maintenance	E	A, I, PP
Experience of managing Welsh Government Grant funding	D	A, I
Experience of working in partnership with a wide range of individuals and agencies,	D	A
Experience in the production of strategic documents and reports	E	A, I
Experience in procuring services and SLA experience	D	A, I
Experience in organising management meetings, taking minutes and monitoring actions	E	A, I
Knowledge / Skills		
Knowledge of Health and Safety requirements within buildings	E	A, PP
Ability to demonstrate good organisational skills and prioritise workload.	E	A, PP
Excellent analytical skills	E	A, PP
Ability to use a range of IT packages for collection, monitoring and evaluation of statistical data, including proficient use of excel spreadsheets, access database and data analysis	E	A, I, PP
Ability to work on own initiative within set parameters and as part of a team	E	A, PP
Proven ability to solve problems creatively.	E	A, I, PP
Effective communicator both verbally and in writing and able to produce reports for senior managers with recommendations on contracts or programme delivery	E	A, I, PP
A knowledge of new and existing initiatives targeted at reducing child poverty in Wales, e.g. Flying Start, Early Years & Childcare	D	A, I, PP
Personal Attributes		

Special Working Conditions / Requirements		
Full driving licence and access to a car for work purpose	E	A
Ability to speak Welsh	D	A

Minimum Welsh Language Skill Requirements	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Welsh Language Skills Level 0. Level 1-5 is desirable. Training is optional.	A
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are desirable and need to be learnt when appointed. Training required: "Welcome Part 1 & 2" (10 hours in total)	A
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are essential. Training required: "Welcome Part 1 & 2" and "Welcome Back Part 1 & 2" (20 hours in total).	A

For further information on the above please refer to the [Welsh Language Skills Guidelines](#)

Welsh language skills requirements beyond the minimum stated above e.g. fluent speaker / proficient writer will be outlined within the person specification under qualifications and skills.

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 through the Council's performance coaching scheme.

Competencies – Delivering the Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Plans ahead, organises work in advance	I, PP
Involves line manager / colleagues in setting and meeting targets	I, PP
Reorganises work when necessary	I, PP
Sees tasks through to completion whenever possible	I, PP
Seeks help if workload becomes unmanageable	I, PP
Uses initiative to report issues that arise that impact on others	I, PP

Competencies – Improvement and Change	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Is prepared to try new things & feedback results	PP
Understands that changes are needed if things are to be improved	PP
Finds new and creative ways of doing things better	PP
Actively seeks to develop own skills and knowledge	PP
Learns from mistakes & welcomes constructive feedback	PP

Competencies – Providing Excellent Customer Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Recognises the importance of high standards of customer service	I, PP
Is committed to providing an excellent service to all the citizens of Blaenau Gwent	PP
Understands the links between own professionalism and the possible impact on the Authority's image	PP
Has a professional attitude that sets an example to colleagues	PP
Takes pride in own work and that of colleagues	PP
Is respectful, courteous and helpful at all times	PP

Competencies – Team working	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Reacts constructively to others' suggestions and requests	PP
Recognises potential value of others' opinions and actively seeks their contributions	PP
Asks for help when necessary	PP
Actively seeks to help others	PP
Is aware of the impact of own behaviour on others	PP

Competencies – Communicating	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Adapts content and style to help others understand	PP
Makes sure that people are regularly informed	PP
Uses appropriate language, gestures and tone when talking with others	PP
Checks others have understood & seeks advice when necessary	PP
Actively seeks to improve all forms of communication with others	PP
Communicates professionally by using formal channels appropriate to the situation	PP

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