



## Cumberland Council

### Post Specification

<b>Date</b>	<b>October 2023</b>
<b>Post Group Number</b>	<b>7922</b>
<b>Post Title</b>	<b>School Organisation Officer</b>
<b>Job Family</b>	<b>Regulation and Technical</b>
<b>Job Family Role Profile</b>	<b>RT14</b>
<b>Final Grade</b>	<b>14</b>

To be read in conjunction with the job family role profile

#### Service Area description

This role will be part of the School Organisation team.

#### Purpose of this post

To provide technical advice and lead the team supporting the development of infrastructure, school and regeneration schemes, contributing to infrastructure/education plans and strategies that will deliver sufficiency of school places and provision.

#### Key job specific accountabilities

1. Undertake activities associated with the development of infrastructure plans and strategies, including transport/education studies and assessments and manage, monitor and report on implementation of policies and programmes.
  2. Produce forecasting for effective pupil place planning and reporting.
  3. Provide technical advice and guidance to colleagues in respect of specifications and standards for education related infrastructure schemes, including school projects
  4. Plan and organise work / projects to ensure delivery to given timescales and budgets and prepare monitoring and progress reports for colleagues and members.
  5. Take part in the effective liaison with internal and external stakeholders as part of the delivery of projects and initiatives.
  6. Ensure that legislation on school organisational change is complied with.
  7. To provide supervision and line management to one or more assistant roles within the team
- To undertake other duties as may be determined within the general scope of the post and commensurate with the grade.

#### Please note annual targets will be discussed during the appraisal process

#### Key facts and figures of the post

<b>Budget Responsibilities</b>	<ul style="list-style-type: none"><li>• Minimal</li></ul>
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<b>Staff Management Responsibilities</b>	<ul style="list-style-type: none"> <li>• One or more assistants</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Essential Criteria - Qualifications, knowledge, experience and expertise</b>	
<ul style="list-style-type: none"> <li>• A degree or NVQ Level 5 in appropriate discipline or equivalent</li> <li>• Relevant experience of education, planning, and project development</li> <li>• Knowledge of infrastructure/school place planning and relevant legislation</li> </ul>	
<b>Disclosure and Barring Service – DBS Checks</b>	
<ul style="list-style-type: none"> <li>• This post does not require a DBS check.</li> </ul>	
<b>Job working circumstances</b>	
<b>Emotional Demands</b>	<ul style="list-style-type: none"> <li>• Minimal</li> </ul>
<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>• Normal</li> </ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>• Mainly office based with some travel</li> </ul>
<b>Other Factors</b>	
<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	