EDINBVRGH
THE CITY OF EDINBURGH COUNCIL

Person Specification

Position Title	**Early Years Strategic Development Officer**
Division / Section	**Schools & Lifelong Learning**
Service Area	**Communities & Families**
Responsible To	**Education Officer Early Years**

Person Specification

Qualifications, training & professional membership	• Educated to degree level or equivalent in a relevant subject or considerable relevant early learning and childcare development experience.	Essential

The successful candidate will demonstrate evidence of the following experience, knowledge, skills and understanding. Evidence will be sought for selection purposes.

Knowledge and skills

• Knowledge and experience of the delivery of appropriate early learning and childcare for children aged 0-5	Essential
• Experience of contributing to the development, implementation and evaluation of early learning and childcare services and strategies in line with local and national priorities	Essential
• Experience of contributing to the development of training and professional development opportunities for parents, early years and childcare settings and communities.	Essential
• Experience of providing mentoring, training and workplace assessments to staff and trainees	Desirable

Funding & Resources

• Experience of preparing funding bids	Desirable

Partnership and Engagement

• Experience of working in partnership with key stakeholders, e.g. parents, voluntary sector,

| government and public agencies | Essential |

Specialist Knowledge

• Specialist knowledge in relation to early learning and childcare development and relevant legislative requirements in early intervention, early stage curriculum, child care, staffing ratios etc	Essential
• Knowledge and understanding of national early years policies, strategy and ambitions	Essential
• Experience of preparing reports and recommendations on complex policy, strategic and operational matters of national significance	Desirable

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Competencies & Values Framework

Applicants will also be measured against the following competencies as per the Competency Level outlined in the Council's Competency & Values Framework.

Customer focused

- Promotes the importance of quality customer/client services within the team and aims to exceed customer /client expectations
- Identifies opportunities to improve the way the team delivers customer/client services
- Ensure teams correctly identify customer/client needs and provides satisfactory solutions
- ensures regular contact with customers/client is maintained until problems are resolved
- consults on service provision and uses feedback to implement service improvements
- develops and reviews quality standards for service delivery
- manages customer/client expectation and conflicting need.

Works Effectively with others

- Treats team members fairly and equally, recognises and demonstrates appreciation of their contribution
- Identifies with and has a shared commitment to achieving team objectives
- Shares knowledge and information with others

- Thanks others for their contribution and efforts
- Fosters good working relationships within teams across the Council
- Actively seeks others input and values their contributions

Managing change
- Reacts positively to change
- Is flexible and adapts plans in response to change
- Prepares and supports team members during periods of change
- Constructively challenges current thinking and procedures and offers alternative solutions
- Gains acceptance of necessary changes by communicating their benefits with conviction and enthusiasm

Taking Ownership and Responsibility
- Takes the initiative to start activities or actions
- Recognises when a decision is needed and commits to act
- Is proactive, acts quickly to address current issues
- Seeks feedback and takes appropriate action
- Takes responsibility for personal development
- Modifies own behaviour to influence different situations.

Communicating Effectively
- Uses positive, appropriate language in all situations
- Communicates clearly and concisely to influence others
- Uses a variety of methods to communicate in the most effective manner
- Creates a positive confident impression
- Uses interpersonal skills to have a positive impact in meetings
- Keeps written messages simple

Planning and Decision Making
- Regularly monitors progress and takes corrective action to ensure priorities are met
- Gathers information from several readily available sources
- Considers information objectively to establish logical options and generate solutions
- Considers options and risks before making a decision

Leading Others
- motivates and drives teams to achieve departmental objectives
- stimulates challenge and constructive debate within the team
- spots talent and gets the right team together, designs and constructs a team to make best use of members' abilities
- ensures constructive review takes place rather than apportioning blame
- leads without interfering, steps back and trusts people
- reinforces acceptable behaviours and values of the Council
- takes equal responsibility for the team's successes and failures.