

ERW JOB DESCRIPTION

JOB TITLE:	Chief Officer for ERW	POST REF:
DEPARTMENT:	ERW	GRADE: Soulbury 32
DIVISION:	Education	Role Profile:
RESPONSIBLE TO:	ERW Lead Director	

JOB PURPOSE

To be the Chief Officer to strategically lead the delivery and development of the School Improvement Services in the South West and Mid Wales Consortium, ERW. Responsible for the delivery of ERW's mission, values and principles of school improvement, with the overall aims and objectives of raising standards of achievement for all children and young people in the region.

PRINCIPAL RESPONSIBILITIES

- To provide leadership and vision in order to accelerate and realise the school improvement ambitions of the South West and Mid Wales Consortium, ERW
- To work with the senior leadership team to ensure the Statutory Service Plans and Business Plans for service area are formulated, implemented, monitored and evaluated, responding to changing trends, demands and performance issues
- To support the delivery of an effective school improvement model in the region that meets both National Policy and ERW's strategic aims and is consistent across the region
- To be the professional lead in fostering and maintaining Welsh Government relationships for the Region
- To maintain relationships with stakeholders, including Local Authority Leads, schools, and all relevant bodies on local, regional and national levels
- Together with the Directors of Educations in the Consortium, manage the partnership with Local Authorities maximising collective capacity
- To lead the senior leadership team to ensure the co-ordination, quality assurance and self-evaluation of the regional dimension of strategies aligned to the priorities of Our National Mission
- To coordinate the development of the Curriculum for Wales and national policy, engaging with key senior stakeholders including Welsh Government, Qualifications Wales, other regions, ESTYN, WAO, and other professional associations

- To be responsible for a delegated budget and the co-ordination of grant bids and returns to WG on behalf of the region and constituent local authorities and in consultation with the S151 Officer on relevant grant matters.
- To lead and manage all the service's resources; (people, property and information) in support of the agreed targets for service delivery and improvement
- Having strategic responsibility for planning, financial (in conjunction with the S151 Officer), risk, communication, administrative and accountability arrangements for ERW in line with the ERW Executive Programme Board's aims and objectives
- To provide the Executive Board with advice and guidance on strategic matters pertaining to education, inspection and regulation
- To seek innovative and creative solutions to meeting the needs of the service in bringing about change and improvement
- To oversee the implementation of a robust quality assurance model to support schools across the region
- To be responsible for effective data management, analysis and interpretation
- To be accountable for staff's performance through an effective performance management system
- To promote equality of opportunity and access in service delivery and in the employment of staff, in a safe working environment
- To ensure effective recruitment and ongoing professional learning for staff
- To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required.

Protecting Children and Vulnerable Adults is a core responsibility of all staff.

PERSON SPECIFICATION

SKILLS / ATTRIBUTES	ESSENTIAL or DESIRABLE	EVALUATION METHOD
Knowledge/Education		
Degree or equivalent	<i>ESSENTIAL</i>	Application Form / Reference / Interview
Relevant Professional qualification	<i>ESSENTIAL</i>	Application Form / Reference / Interview
National Professional Qualification for Headship	<i>DESIRABLE</i>	Application Form / Reference / Interview

Thorough knowledge of legislative and regulatory framework	<i>ESSENTIAL</i>	Application Form / Reference / Interview
Detailed knowledge of relevant area(s) of service delivery	<i>ESSENTIAL</i>	Application Form / Reference / Interview
Experience		
Extensive experience of successfully working in Education at a senior level	<i>ESSENTIAL</i>	Application Form / Reference / Interview
Successful record as a senior manager in a multi-disciplinary organisation	<i>ESSENTIAL</i>	Application Form / Reference / Interview
Proven track record in developing, leading and implementing successful strategy and programmes.	<i>ESSENTIAL</i>	Application Form / Reference / Interview
Experience of meeting deadlines, setting targets and managing change	<i>ESSENTIAL</i>	Application Form / Reference / Interview
Record of continuing professional development	<i>ESSENTIAL</i>	Application Form / Reference / Interview
Successful record of partnership working	<i>ESSENTIAL</i>	Application Form / Reference / Interview
Proven record of successful budget management	<i>ESSENTIAL</i>	Application Form / Reference / Interview
Successful record of leadership and management	<i>ESSENTIAL</i>	Application Form / Reference / Interview
Experience of working with elected members or the ability to demonstrate that such political sensitivity could be acquired quickly	<i>ESSENTIAL</i>	Application Form / Reference / Interview
Skills/ Abilities		
Commitment to continuous improvement	<i>ESSENTIAL</i>	Application Form / Reference / Interview
Leading and managing innovation and change	<i>ESSENTIAL</i>	Application Form / Reference / Interview
Effective leadership skills	<i>ESSENTIAL</i>	Application Form / Reference / Interview
Empathy for regional context	<i>ESSENTIAL</i>	Application Form / Reference / Interview
Ability to lead an organisation through its start-up phase and subsequent phases of development whilst sustaining momentum, focus and added value	<i>ESSENTIAL</i>	Application Form / Reference / Interview

Political awareness on local and national level	<i>ESSENTIAL</i>	Application Form / Reference / Interview
Ability to empower others to develop through offering support and challenge in a positive way	<i>ESSENTIAL</i>	Application Form / Reference / Interview
Be creative and have highly developed problem solving, negotiation and decision making skills and be able to produce practical and innovative solutions	<i>ESSENTIAL</i>	Application Form / Reference / Interview
Commitment to personal learning and continuing professional development of all staff, promoting a culture of continuous learning	<i>ESSENTIAL</i>	Application Form / Reference / Interview
High level of interpersonal and presentational skills	<i>ESSENTIAL</i>	Application Form / Reference / Interview
Excellent management and organisational skills	<i>ESSENTIAL</i>	Application Form / Reference / Interview
A good knowledge and understanding of approaches to self-evaluation and improvement planning processes	<i>ESSENTIAL</i>	Application Form / Reference / Interview
An understanding of the legislative frameworks and issues relevant to local government	<i>ESSENTIAL</i>	Application Form / Reference / Interview
Confident user of ICT	<i>ESSENTIAL</i>	Application Form / Reference / Interview
Other Requirements		
Understanding of key education issues, the improvement agenda and the delivery of high quality developmental services across the SEN/inclusion spectrum	<i>ESSENTIAL</i>	Application Form / Reference / Interview
Demonstrate a commitment to local, regional and national school improvement strategies and their promotion through management approaches and practice	<i>ESSENTIAL</i>	Application Form / Reference / Interview
Understanding and knowledge of the national mission lifelong learning agenda	<i>ESSENTIAL</i>	Application Form / Reference / Interview
Ability to work effectively through the medium of Welsh	<i>Level 2 ESSENTIAL Level 3 DESIREABLE</i>	Application Form / Reference / Interview
Ability to travel throughout the region and beyond to meet requirements of the post	<i>ESSENTIAL</i>	Application Form / Reference / Interview