

## PERSON SPECIFICATION

**Job Title:** Early Years Census and NEF Compliance Officer

**Directorate & Section/Unit:** Children's Services: Education and Early Years Quality Improvement Service

**Salary Grade:** Scale 6

### **EXPERIENCE: (Of delivering outcome/objectives/service improvements etc, not just time served)**

It is **essential** that the post holder has:

- Significant experience working in childcare and/or early years education services.
- Considerable experience of providing advice, support and challenge to a range of partners.
- Significant experience of maintaining accurate and detailed data via databases.
- Considerable experience of collecting and analysing data.
- Demonstrable experience of delivering training to a range of partners.
- Considerable experience of effective interpretation and dissemination of legislation.
- Experience of writing and delivering reports.
- Experience of working in partnership with a range of stakeholders.
- Experience of working under pressure and dealing with conflicting demands, including working to strict deadlines.

It is **desirable** that the post holder has:

- Experience of using Synergy, including the Online Provider Portal
- Experience of contributing to Early Years or School Census returns.
- Experience of working within a finance and accountancy environment.
- Experience of auditing or compliance processes.
- Experience of developing and delivering training to a range of partners.
- Experience of business planning and effective financial management.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

It is **essential** that the post holder has:

- Detailed understanding of early education and childcare policies, practices and legislative framework.
- Specialist understanding of the Early Years funding entitlements, including the LA Statutory Guidance.
- A working understanding of sustainable business models for early years settings.
- Ability to communicate effectively, confidently and fluently both verbally and in writing, with a range of stakeholders.
- Ability to challenge, persuade and influence sensitively and professionally, to achieve the desired outcome.
- Excellent data management and analytical skills.
- Evidence of excellent IT skills in Microsoft Office
- Ability to successfully build and maintain effective relationships with a range of stakeholders, including internal colleagues, early years and school settings and parents/carers.
- Ability to develop and deliver support documents, tools and training courses.

- Excellent interpersonal skills, including the ability to work with others to solve problems and liaise with a range of agencies.
- Ability to effectively plan and manage a diverse workload to ensure that professional and statutory requirements are consistently met.
- Ability to work on own initiative, as well as part of a team, and respond positively to direction and change.
- Knowledge of safeguarding and equality legislation.
- Knowledge and understanding of working with confidential and sensitive information, including Data Protection, Information Security and the Freedom of Information Act.
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It is **desirable** that the post holder has:

- Knowledge and understanding of the Worcestershire Provider Agreement.
- Knowledge of Worcestershire's Childcare Sufficiency processes.
- Ability to present data to stakeholders at an appropriate level.

## **QUALIFICATIONS/TRAINING & DEVELOPMENT:**

It is **essential** that the post holder has:

- Minimum of a Level 5 qualification or equivalent in a relevant field; Early Years and Childcare and/or Business and Finance.
- Evidence of continuing professional development.
- Willingness to undertake relevant training in order to comply with the requirements of the post.

It is **desirable** that the post holder has:

- Experience in a similar role.
- Training in compliance or auditing processes.

## **ADDITIONAL INFORMATION**

It is **essential** that the post holder has:

- Ability to travel across Worcestershire, including areas with limited public transport.
- Willingness to work occasional evenings/weekends.
- Enhanced DBS clearance.

It is **desirable** that the post holder has:

- Full UK driving licence and access to a vehicle.
- Familiarity with Worcestershire's Early Years and Childcare market.

Author: Nicky Burford

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