

Job Description and Person Specification

Job details

Job title: ECT & CPD Project Officer

Directorate: SSED

Reporting to: Leadership & Management Adviser/ Senior Adviser

Direct/indirect reports: ECT & Project Manager

Budget responsibility: No

Grade: SO1 (29-31)

Leadership level:

DBS requirement: Enhanced

Job description

Purpose of the post: To work in a small team responsible for the development, implementation, operation and delivery of projects in respect of the ECT/CPD strategy;
To provide a comprehensive project administration service to training activities and events offered by the Learning and Standards Directorate within Hackney Education's ECT/CPD Strategy. The individual will be responsible, among other things, for coordinating ECT/CPD project activities, maintaining and updating the project schedule, managing assignments, monitoring progress and communicating to the ECT/CPD project manager.
The project administrator will report to the ECT/CPD project manager and assist with preparing action plans, analysing risk and managing resources.

The ECT & CPD Project Administrator will also be required to interact with external organisations to deliver projects on behalf of The Hackney Education's SI Department, so strong communications skills are a must. Your mission is to help the ECT/CPD services meet quality standards and deliver on time and within budget.

Main duties and responsibilities: **Deliver outstanding service**

- To support the management and development of all ECT projects through the appropriate procurement process and to forward plan and report as necessary to Hackney Education, and other funding bodies to ensure that all procurement requirements are met.
- To support project development issues with relevant stakeholders (e.g. Headteachers, representatives, employers, training providers) and providing the requisite reporting to all parties on matters such as progress and cost.
- To support the ECT strategy and associated Task Groups, including meeting cycle and additional events, To be responsible for note taking and distribution of papers and additional documentation to delegates, utilising administrative support as required.
- To provide briefing notes to Headteachers, and others on issues relating to ECT and specified CPD projects; to participate in CPD meetings and Steering Groups as directed by

the Head of CPD and to take minutes as necessary

- To maintain ECT information systems both online and paper based.
- To support the delivery of an effective CPD programme including supporting the strategic planning of delivery, reporting and analysis
- To support the named CPD Strategy leader/ CPD ECT Project Manager as required.
- To work collaboratively with the team from the CPD and to ensure that courses are well organised and run professionally
- To work collaboratively with the Tomlinson Administrative Team and support as directed by the CPD/ECT Manager and to work collaboratively with other teams and the administrators engaged in training (Arranging timetables, room bookings and teaching equipment in conjunction with the Timetabling and Room Booking), ensuring that amendments are made in a timely manner and communicated promptly to all involved
- To ensure that courses are entered correctly on the relevant database and courses are assigned a course code
- To ensure that the necessary brochures are planned and produced on a termly/annual basis and monitor an up-to-date programme outlined in the brochure/on website a (this also means giving advice about the suitability of dates and ensuring there are no clashes
- Be the main point of enquiry for CPD/ECT queries, acting as the first point of contact for all related queries, providing a high level of customer service and dealing with a wide range of enquiries from prospective and current subscribers, School staff and external stakeholders

Increase service quality and performance

- To ensure that projects within ECT/CPD Strategy comply with all DfES (or other grant providers) terms, conditions and premises guidelines on individual projects and reports effectively to stakeholders on all matters of delivery of the programme
- To contribute to the cross-directorate development of reports and plans relevant to ECT and CPD strategy. Summary reports from evaluation data, and reports on levels of attendance, course cancellations, etc. are produced for CPD/ECT project planning and as directed by the CPD lead
- To play a strategic role in assessing schools' CPD needs and ensuring the CPD programme reflects this. To collate feedback from course evaluations and share the information with ECT/CPD project manager and lead

Identify opportunities for personal and professional development

- To maintain, develop and implement marketing policies in relation to ECT/CPD in Hackney.
- To keep up-to-date with legislation, government initiatives, potential partnerships and funding sources that influence ECT/CPD Strategy.
- Maintain an understanding of the need for partnership working with other providers and its role in ECT/CPD planning.
- Maintain an up to date understanding of existing ECT/CPD partnership working in Hackney and planned developments

Identify opportunities for innovation/new business development

- Operational organisation of relevant fairs and conferences to promote the Hackney ECT/CPD offer
 - To prepare and provide administrative support for the borough wide ECT programme and other ECT materials within allocated timescales and according to statutory procedures. To
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handle the communication process and any subsequent amendments. To update the materials, as required.

- To support the preparation of the CPD prospectus as above.

Make best use of resources

- To support financial monitoring information on project expenditure and report as necessary to the project manager
- To obtain estimates of the costs of implementing proposals. To keep accurate records of expenditure for all ECT projects and specified CPD projects if required.
- To raise Purchase Orders and process invoices for all CPD & ECT events. To have an overview of the expenditure and highlight any errors on invoices received.

Develop strong relationships across teams and with partners

- Accuracy and attention to detail are of paramount importance
- Flexible and adaptable approach
- Ability to think clearly and to think ahead
- Confidence and 'presence' to welcome facilitators and delegates from a range of schools, from leadership to newly qualified teachers.
- To coordinate responses from all stakeholders to ensure that operational management is sound.
- To liaise with internal and external departments and consultants to ensure that all pertinent information is collated and presented to key stakeholders on time and to a high standard.
- To coordinate stakeholders involved in specific projects
- To establish and maintain links with neighbouring LAs and organisations to ensure data sharing protocols are established and good practice shared.

Reflect best practice and ensure compliance

- To be responsible for collecting data on ECT/CPD provision in Hackney to ensure that effective planning of future provision and partnership working can be carried out; To prepare data so that it can be presented to a range of audiences.
- To maintain and monitor attendance lists for the groups and ensure membership remains relevant by liaising with Head Teachers, senior staff and directors/managers of other key organisations.
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.

General requirements:

- An understanding of current working practices of schools in relation to CPD and ECT induction.
 - Ability to understand and interpret data including participation and achievement information.
 - Able to liaise at a senior level with key partners within and outside the borough.
 - Proven ability to represent information both orally and in writing in a clear and precise format.
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- Ability to think and work independently.
 - Able to communicate with a range of individuals/organisations
 - A commitment to promoting equal opportunities and an understanding of the links between access to education and equality of opportunity
 - The post holder must at all times carry out his/her responsibilities with due regard to our policy, organisation and arrangements for Health and Safety at Work.
 - It is your responsibility to carry out your duties in line with our policy on Equality and Cohesion and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
 - You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
 - All Hackney Education Staff are expected to demonstrate and work towards developing the Hackney Education Leadership Qualities which are:
 - A strong sense of direction and purpose
 - Creativity
 - Resilience
 - Credibility
 - Presence
 - Connecting
 - Self-Awareness
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Job title: **ECT-CPD Project Administrator**

Person Specification

	Essential	Desirable
Qualifications	✓	✓
1. University degree, or equivalent		✓
2. Written English Qualification to a higher standard.	✓	
3. Full Disclosure and Barring Clearance	✓	
Experience	✓	✓
4. Experience and understanding of issues relating to ECT induction	✓	
5. Experience and understanding of project management.	✓	
6. Previous experience of working with senior management	✓	
7. Evidenced experience of working to deadlines.	✓	
8. Previous experience of working with information systems, paper based and online.	✓	
Knowledge/Skills	✓	✓
9. An understanding of and commitment to Equal Opportunities issues within the workplace.	✓	
10. Ability to communicate clearly and succinctly orally or in writing.	✓	
11. Demonstrate a commitment to working in teams, working with colleagues on team objectives and collaborative opportunities.	✓	
12. Ability to manage complex tasks and rationalise key information	✓	

Re-evaluation - approval (for re-evaluations, get approval to proceed from an SLT member)

I confirm approval to proceed:

SLT Member:

Signature:

Date: