Job Description

Job Title	Academy Conversion Manager
Directorate	Children and Young People's Services
Service Area	Education
Grade	9
Competency Level	2
Salary	£53,051 - £58,543
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Enhanced without Barred Lists (Child Workforce)
Job Evaluation Ref No	A10591

Job Purpose

To lead and coordinate the Council's academies programme, providing strategic oversight of academy conversions, school organisation and place planning activity, and ensuring that statutory responsibilities, organisational priorities and programme objectives are delivered effectively in line with national policy and regulatory requirements.

The role is responsible for providing expert advice, maintaining effective governance and programme management arrangements, and developing collaborative relationships with key stakeholders to support informed decision-making and the

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successful delivery of organisational change. It will also provide strategic leadership for service improvement, resource management and the planning of sustainable education provision across the area.

Directly Responsible For:

None

Directly Responsible To:

School Organisation Manager

Main Areas of Responsibility:

- To provide strategic leadership for the Council's academies programme, ensuring academy-related activity supports the delivery of statutory responsibilities, organisational priorities and the long-term sustainability of education provision
- To lead the planning, development and delivery of complex programmes and projects associated with school organisation, organisational change and education estate matters, ensuring effective governance, risk management and delivery of agreed outcomes
- To provide professional advice, challenge and support to senior leaders, elected members and partners on matters relating to academisation and strategic education planning
- To ensure that the Council fulfils its responsibilities in relation to academy conversions and related organisational change, maintaining compliance with relevant legislation, policy and regulatory requirements
- To maintain oversight of national policy, legislative and regulatory developments relating to academies and education provision, ensuring the Council is well-positioned to respond to emerging opportunities, challenges and statutory requirements

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- To develop and maintain effective partnerships with schools, academy trusts, government departments and other stakeholders to support collaborative working and the successful delivery of strategic priorities
- To lead the development, implementation and continuous improvement of policies, frameworks and approaches that support effective programme delivery, service improvement and organisational objectives across the academies programme
- To identify, assess and manage strategic risks, opportunities and emerging issues across the academies programme, providing evidence-based recommendations to support decision making and future planning
- To provide leadership and coordination across the service, supporting the effective deployment of resources and promoting high standards of performance, accountability and continuous improvement
- To contribute to wider strategic planning and service development activities across the education portfolio, supporting the achievement of corporate and directorate priorities
- This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility

Supervision and Management Responsibility:

Whilst the role does not include direct line management responsibility, it will provide matrix leadership across the School Organisation Team, influencing, coordinating and supporting staff to ensure the effective delivery of programmes, projects and strategic priorities

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

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- Monitor financial performance and deliver within budget
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate
- Explores different options for funding and income generation

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- The position will involve using a computer screen and sitting at a desk for prolonged periods of time

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

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Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level: Level 2.

The competency framework can be found here.

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

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Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Degree in a relevant discipline or able to demonstrate equivalent professional experience in education, programme management, property, governance, organisational change or related fields (A)
- Evidence of substantial continuing professional development relevant to the role (A)

Experience

Essential

- Significant experience working at a management or senior professional level within education, local government or a comparable public sector environment (A, I)
- Experience of leading complex programmes, projects or organisational change activity involving multiple stakeholders and competing priorities (A, I)
- Experience of providing professional advice and evidence-based recommendations to senior leaders, elected members or other decision-making forums (A, I)
- Experience of developing effective partnerships and influencing outcomes across internal and external stakeholders (A, I)

- Experience of analysing complex information, managing strategic risks and developing solutions to support strategic planning and service improvement (A, I)

Desirable

- Experience of working with schools, academy trusts, diocesan authorities, government departments or other education sector partners
- Experience of academy conversion, school organisation, place planning, education sufficiency planning or related statutory education functions
- Experience of operating within a politically sensitive environment and contributing to formal governance and decision-making processes
- Experience of contributing to the development of policy, strategy or organisational improvement initiatives

Skills/Abilities

Essential

- Excellent communication, presentation and report-writing skills, with the ability to communicate complex information clearly to a range of audiences (A, I)
- Strong organisational, leadership and programme management skills, with the ability to coordinate activity, manage competing priorities and deliver outcomes within agreed timescales (A, I)

Desirable

- Knowledge of academy structures, academy trust governance and academisation processes
- Knowledge of school organisation planning and securing sufficient school places

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Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level

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