

# Job Description and Person Specification

**Business and Workforce Development Manager**

**A Lambeth to be proud of**



**Job Title: Business and Workforce Development Manager**

**Department: Education Learning and Skills**

**Division: Education and Learning**

**Grade: PO5**

**Reports to: Early Years and Out of School Quality Improvement Lead**

**Responsible for: Workforce Development Officer X 1  
Senior Business Development Officer X 1  
Business Development Officers x 2  
Early Years Entitlements Delivery Co-ordinator x 1**

## **Context**

The Business and Workforce Development Manager provides strategic leadership across workforce development, business planning and funded early education delivery within the early years and childcare sector. The role is responsible for designing and implementing an annual CPD programme, ensuring staff across the sector meet EYFS qualification requirements, and contributing to improved outcomes for children.

## **Job Purpose**

The post holder leads the traded training service and is accountable for meeting any set income targets. They also provide strategic oversight for the delivery of funded early education entitlements, the implementation of key government initiatives, and the effective use of IT systems that support early years provision and early years entitlements payments.

The role leads collaborative work with stakeholders to ensure policies and funding streams—such as Early Years Pupil Premium, Disability Access Fund, SEN Inclusion Fund and 30-hour childcare—are implemented effectively and achieve the intended impact. They also oversee the administration of Early Years Capital funding and provide expert business development advice to support the sustainability of childcare provision across the borough.

## **Responsibilities**

### **Workforce Strategy Development (K1)**

- Develop initiatives to improve qualifications and training across the early years workforce, in line with government guidance.

- Support the design and delivery of an integrated training and professional development programme.
- Conduct and maintain an audit of workforce training needs and use findings to shape annual training plans.
- Commission and quality assure internal and external training programmes.
- Evaluate the impact of training on service quality and workforce capability.
- Participate in cross borough and pan London initiatives to strengthen regional workforce development.

## **2. Finance and Business Planning (K2)**

- Provide strategic financial advice to senior leaders across childcare services and children's centres.
- Work with school finance teams to prepare budgets and financial plans for funded early education places.
- Support providers to establish new funded places and ensure compliance with government requirements.
- Deliver business planning support and training to strengthen provider sustainability.
- Develop policies and implement new funding streams for the early years sector.
- Lead sector wide financial monitoring to identify risks and enable early local authority intervention.
- Support the administration, monitoring, and reporting of grant funding to ensure compliance and value for money.
- Visit childcare settings to verify compliance with Ofsted, DfE and local authority financial regulations.
- Provide technical and financial support to help settings operate as viable businesses.
- Manage budgets relating to the funded entitlements (ages 2, 3 and 4) and workforce development.
- Ensure government funded initiatives meet statutory objectives and quality standards.

## **3. Leadership and Management (K3)**

- Lead, supervise and performance manage the Business Development and Workforce teams.
- Prioritise and allocate workloads effectively within the team.
- Ensure staff maintain up to date knowledge of sector changes and deliver high quality support to providers.
- Develop and implement strategies that help providers improve their business models and sustain statutory childcare places.

- Work with government departments and national organisations to evidence programme effectiveness.
- Train the team to support delivery of sufficient childcare places in line with statutory requirements.
- Ensure all staff delivering services are appropriately trained and meet safeguarding requirements.

#### **4. Early Education and Childcare (under 2s, 2-, 3- and 4-year-olds) (K4)**

- Develop and implement policies and guidance for funded early education places across all early years provider types.
- Establish and maintain IT systems enabling providers to access training and funding portals.
- Oversee statutory headcount processes across the early years sector, ensuring accuracy and compliance.
- Train providers in the use of digital systems related to training and funding.
- Ensure sufficiency of funded childcare places across the borough.
- Work collaboratively with internal and external partners (e.g., Families Information Service, SEN Team, School Admissions) to maintain clear and fair delivery processes.
- Lead partnership working across maintained and non maintained sectors, including forums, and working groups.
- Develop strategies and policies to implement government directives effectively.
- Develop statutory contracts with the legal department for providers delivering funded places.
- Lead the development of the single funding formula for early years providers.
- Plan and lead the implementation of the 30 hour childcare initiative, ensuring robust provider engagement and place sufficiency.
- Manage the early years capital budget, including the preparation of bids, policies, and frameworks for grant distribution.

#### **5. Other Duties (K5)**

- Prepare reports, audits and briefing papers for the DfE and other agencies.
- Manage competing priorities and ensure deadlines are met.
- Contribute to strategic objectives within the Local Authority's Community Plan.
- Represent the service at internal and external meetings, conferences and seminars.
- Participate in corporate performance management processes.
- Maintain high standards of confidentiality and comply with data protection legislation.
- Keep abreast of national, regional and local early years developments.

- Promote health and safety, equality, diversity and community cohesion.
- Undertake any other duties consistent with the role's grade and purpose.

## PERSON SPECIFICATION

<p>It is essential that in you can meet the following requirements for the role and be able to give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with “Ticks” (✓) on the person specification when you complete the application form.</p>			<b>Shortlisting Criteria</b>
<b>Key Knowledge</b>	K1	<p><b>Workforce Strategy Development</b></p> <ul style="list-style-type: none"> <li>• Commission and quality assure internal and external training programmes.</li> <li>• Evaluate the impact of training on service quality and workforce capability.</li> </ul>	✓A
	K2	<p><b>Finance and Business Planning</b></p> <ul style="list-style-type: none"> <li>• Provide strategic financial advice to senior leaders across childcare services and children’s centres.</li> <li>• Work with school finance teams to prepare budgets and financial plans for funded early education places.</li> <li>• Support providers to establish new funded places and ensure compliance with government requirements.</li> <li>• Deliver business planning support and training to strengthen provider sustainability.</li> <li>• Develop policies and implement new funding streams for the early years sector.</li> </ul>	✓A
	K3	<p><b>Leadership and Management</b></p> <ul style="list-style-type: none"> <li>• Lead, supervise and performance manage the Business Development and Workforce teams.</li> <li>• Prioritise and allocate workloads effectively within the team.</li> <li>• Ensure staff maintain up to date knowledge of sector changes and deliver high quality support to providers.</li> <li>• Develop and implement strategies that help providers improve their business models and sustain statutory childcare places.</li> </ul>	✓A
	K4	<p><b>Early Education and Childcare (under 2s, 2-, 3- and 4-year-olds)</b></p> <ul style="list-style-type: none"> <li>• Develop and implement policies and guidance for funded early education places across all early years provider types.</li> </ul>	

		<ul style="list-style-type: none"><li>• Establish and maintain IT systems enabling providers to access training and funding portals.</li><li>• Oversee statutory headcount processes across the early years sector, ensuring accuracy and compliance.</li><li>• Train providers in the use of digital systems related to training and funding.</li><li>• Ensure sufficiency of funded childcare places across the borough.</li><li>• Lead partnership working across maintained and non-maintained sectors, including forums and working groups.</li></ul>	
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## CORE VALUES AND BEHAVIOURS



- Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter.
- Ensure fairness and justice is at the heart of my decision making and support to my team and others.
- Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do.
- Develop others and ensure we work as one team for Lambeth, encouraging everyone to play their part.
- Take positive action to ensure everyone in my team has opportunities to learn and grow at work.
- Encourage everyone to be themselves at work and value who they are.
- I am inclusive and actively celebrate diversity, recognising everyone in my team as individuals.

- Treat each member of my team with respect and dignity just as I would want for myself.
- Encourage each member of my team to do their very best work and am available to them to provide support and guidance.
- Personalise my support to each team members and look out for them, lending a hand wherever I can
- Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together
- Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard
- Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals.
- Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth.
- Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions.



- I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way.
- I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that they have clear plans and performance objectives.
- I ensure my team plan ahead, getting the basics right and take swift action when problems arise.
- I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others.
- I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track.
- I share my learning, knowledge and skills with others through coaching and mentoring and encourage others to do the same.
- I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do.
- I encourage my team to learn and grow and ask questions to find the information they need to do their jobs.

# Accountability behaviours



One Lambeth  
CONNECTED BY PURPOSE

# Ambition behaviours



One Lambeth  
CONNECTED BY PURPOSE

- Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do.
- Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved.
- Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together.
- Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes.
- I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities.
- Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries.
- Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth.