

Post Specification

Post Specification - Key Information

- **Post Title: Home to School Officer (Adults)**
- **Date: October 2026**
- **Post Group Number: PG8145**
- **Job Family: Organisational Support**
- **Job Family Role Profile: OS9**
- **Final Grade: 9**

To be read in conjunction with the job family role profile.

Service Area Description

Children's Services are ambitious for all our children – we want to provide the right support for them to start well, to both learn and train well in excellent local settings, with the aim of young people becoming confident adults contributing to society as global citizens.

The Children's Integrated Transport Team are responsible for the budget, statutory and discretionary policies and end to end operational delivery of a range of transport solutions for our children and young people.

Purpose of this Post

This post will be primarily responsible for transport services which are commissioned by Adult Social Care as part of a project exploring cross-directorate transport integration.

Working with colleagues across the organisation to develop and deliver project / programme objectives through planning, co-ordination, progress monitoring and support.

Ensuring contract compliance, through robust contract management and reporting processes, value for money, achievement of specified targets and monitoring of positive outcomes for customers and stakeholders.

Key Job Specific Accountabilities

1. Lead the provision of professional project/programme support within the service on a range of transformational and policy related projects.
2. To assist the Transport Lead with provision of effective advice and guidance and coordinating the delivery across all aspects of Children's Integrated Transport (commissioning, procurement and contract management) with a specific focus on Adult Social Care Transport
3. To assist with networking across the Council and with all stakeholders in relation to the identification, development and maintenance of comprehensive service plans to ensure joined up/integrated working takes place including consistent application of statutory and discretionary Council policy.
4. To contribute to the effective delivery and management of Adult Transport provision, managing emerging associated risks and working closely with stakeholders on all matters.

5. To utilise data and information, both internal and external to assist in assessing, maintaining and developing the marketplace and identify best practice to ensure efficient use of all available resources.
6. Ensure accuracy of financial reporting and feed into monitoring and forecasting activities across all Cjchildren's Integrated Transport Team spend.
7. Ensure that all aspects of the Children's Integrated Transport service are effectively commissioned and procured and robustly monitored and contract managed in accordance with the Procurement/Commissioning Cycle. Specified targets relating to outputs and outcomes are achieved and reported on at key stages, tendering administration,(including use of the electronic tendering portal) is accurate, timely and in accordance with legislation.
8. Carry out compliance checks (to include site visits where appropriate) in order to undertake quality assurance activities and monitor performance. To maintain effective and successful relationships with operational colleagues (external and internal), and to record, monitor and escalate concerns, when necessary, in relation to the performance of the contract. Respond to escalated complaints.

Please note: Annual targets will be discussed during the appraisal process.

Key Facts and Figures of the Post

- **Budget Responsibilities:** None
- **Staff Management Responsibilities:** None
- **Other:** None

Essential Criteria

Qualifications:

- NVQ3 or equivalent in a relevant subject or equivalent demonstrable experience

Knowledge:

- Ability to demonstrate knowledge/and or experience of the Council's commissioning/procurement cycle and associated legislation

Experience:

- Experience of working with MS Office or other ICT applications
- Experience of working in a customer service environment
- Experience of delivery of initiatives, projects and outcomes.
- Experience in stakeholder engagements and supplier liaison

Expertise:

- Ability to work positively under pressure in an environment with tight and strict deadlines with conflicting priorities.
- Geographical knowledge of Westmorland and Furness Council area is advantageous

Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check.

Job Working Circumstances

- **Emotional Demands:** High during peak times
- **Physical Demands:** minimal
- **Working Conditions:** minimal

Other Factors:

- Will be required to participate in on-site inspections across the Westmorland and Furness Council area
- To be able to attend meetings beyond the workplace with stakeholders and suppliers