

## Education and Training Committee - 4 December 2007

### Education Department reorganisation

#### Executive summary and recommendations

#### **Introduction**

The Education Department is planning to change the organisational structure, with effective from 1 February 2008. The reorganisation will create different lines of management, move from one large team to two smaller multi-functional teams and retain and strengthen the administrative function.

An internal consultation with department employees was held in November and the attached appendixes are part of this consultation. The final agreed structure is due to be confirmed in mid December 2007.

#### **Decision**

The Committee is requested to note this document. No decision is required.

#### **Background information**

At present all Department employees report directly to the Education Manager and workload and workflow is co-ordinated centrally by the Education Manager and the employees work as one large team. The reorganisation proposes to change the title of Education Manager to Head of Education and create two new Education Manager positions. These two new positions will both line manage and co-ordinate the workload of two smaller teams. The smaller teams will include Education Officers and Education Administrators and will work on a mixture of operational and project work. The operational work will be divided up according to set criteria (possibly alphabetical or regional) and the project work will be divided up based on the team's focus area (approvals or monitoring). It is intended that these criteria and focuses will be flexible and will change over time.

The intended benefits of the new structure include:

- increased employee access to their line manager;
- better perspective of career progression;
- more effective workload delegation and management;
- devolved decision-making;
- strengthened teamwork and communication at lower level;
- better opportunities for revisiting and integrating further the education officer and administrative roles;
- avoiding the spilt of approval and monitoring functions;
- retaining inter-professional approach to working;
- greater flexibility to growth;
- greater flexibility to demand; and
- increased capacity.

**Resource implications**

New positions included in the current and future budgets.

**Financial implications**

New positions included in the current and future budgets.

**Appendices**

The current department organisational chart

The proposed department organisational chart

The proposed department organisational chart with future growth

**Date of paper**

22 November 2007