

Wolverhampton City Council
Role Profile Description
BPSSB60A

Date	June 2010
Family	Business and Partnership Support (School Based)
Role Profile Level Number	60A
Purpose	
To provide an expert service to and on behalf of the Governing Body and all partners and stakeholders in the medium to long term.	
Role Accountability	End Result
Planning - Strategy and Policy	
Develop, implement, promote and evaluate the strategies and policies and contribute to overarching strategies for the organisation and its partners.	<ul style="list-style-type: none"> • Service policy established • Contribution to organisation and partners' strategies • Improved outcomes for customers and stakeholders
Planning - Service/Department Plans	
Develop, propose and implement approved business plans/service specifications and SLAs and budgets for the service.	<ul style="list-style-type: none"> • Approved business plan, on time • Business plan objectives achieved • Service delivered to budget • Maximised efficiencies
Work - Organisation	
Organise and deliver sound advice and support to the organisation through both projects/schemes and individual advice.	<ul style="list-style-type: none"> • Projects controlled to plan • Sound advice given to quality standards • Targets achieved • Compliance with professional and regulatory standards • Better services for citizens
Consult with and influence partners to deliver and commission consistent and joined up services.	<ul style="list-style-type: none"> • Services are joined up

Work - Advice	
Provide authoritative advice on a range of complex issues to the organisation and its partners and draft Council and/or organisations' policies and procedures in own specialist area.	<ul style="list-style-type: none"> • Sound advice given to senior management/partners/stakeholders • Policies/procedures drafted as needed • Complex issues resolved
Resources	
Identify, seek approval for and deploy suitable resources for the service to deliver its objectives.	<ul style="list-style-type: none"> • Adequate internal and external resources available • Effective use of resources • Staff effectively employed • Maximised investments • Workforce plan in place to maximise resources • Sustainable use of resources
Customer Service - Representation	
Represent the organisation and service at internal and external meetings and events to influence on behalf of the organisation; and negotiate decisions, and gather information on external developments affecting the organisation.	<ul style="list-style-type: none"> • Organisation's view and position represented • Other stakeholders understand and appreciate organisation's position • Understand and appreciate stakeholders' position by organisation • Agreed decisions with outcomes that balance the school or establishment's position with the needs of the wider community
Improvements/Developments	
Keep up to date with best practice, trends, changes and developments in department areas including Government initiatives/legislation and advise the organisation on their implications.	<ul style="list-style-type: none"> • Trends etc identified and anticipated • Advice given on implications • Plans proposed to address/allow for changes
Deputise	
Deputise as appropriate.	<ul style="list-style-type: none"> • Personal career development • Service continuity • Statutory duties fulfilled

Nature of Contacts and Relationship (who and the nature of the communications)
<ul style="list-style-type: none"> • Internal – leading, motivating and developing own teams; influencing policy development in the organisation • External – consulting and working with a variety of stakeholders and partners to advise and influence decision making
Working Environment Context (disruption, physical, disagreeable, health and safety aspects)
<ul style="list-style-type: none"> • Typically office based • May involve limited exposure to challenging circumstances
Procedural Context (creativity, discretion, impact)
<ul style="list-style-type: none"> • Makes decisions on policy and procedures to apply in own function and/or across the organisation, and on resource utilisation. Influence on formation of organisation's and partners/ policy Forward and strategic thinking
Planning Requirement
<ul style="list-style-type: none"> • Develops the business plans for the service identifying contingencies so the business plan objectives can be met • Develop, contribute and implement longer term and strategic plans over the medium to longer term
Key Facts and Figure Ranges (include likely size of any team managed)
<ul style="list-style-type: none"> • Expert individual contributor who will have significant influence on colleagues and budget • Associated budget
Skills, Knowledge and Qualifications
<ul style="list-style-type: none"> • Professional and management qualifications or equivalent experience • Considerable management experience and project management skills. In depth understanding of service area and its environment
Equipment Operated and Essential Skills
<ul style="list-style-type: none"> • ICT skills and relevant software • High level of influencing, negotiation and interpersonal skills