

Wolverhampton City Council
Role Profile Description
BPSSB70

Date	June 2010
Family	Business and Partnership Support (School Based)
Role Profile Level Number	70
Purpose	
To plan, organise and commission the delivery of a major or multiple services to and on behalf of the school, Governing Body and all partners and stakeholders in the medium to long term.	
Role Accountability	End Result
Planning - Strategy and Policy	
Develop, implement and 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(s) policy established • Contribution to organisation's 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 school or establishment.	<ul style="list-style-type: none"> • Approved business plan(s), on time • Business plan objectives achieved • Service (s) delivered to budget • Maximised efficiencies
Work - Organisation	
Organise and control the work of the service(s) to deliver sound advice and support to the school or establishment 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
Consult and influence partners to deliver and commission consistent and joined up services.	<ul style="list-style-type: none"> • Better services for citizens
Work - Advice	
Provide authoritative advice on a range of complex issues to the Organisation and its partners and draft school or establishments' policies and procedures in own specialist area.	<ul style="list-style-type: none"> • Sound advice given to Headteacher/ SLT/ Governors /partners/stakeholders • Policies/procedures drafted as needed • Complex issues resolved

Resources	
Identify, seek approval for and deploy suitable resources for the school or establishment 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 school or establishment at internal and external meetings and events to influence on behalf of the Governing Body; and negotiate decisions, and gather information on external developments affecting the school or establishment.	<ul style="list-style-type: none"> • School or establishment's view and position represented • Other stakeholders understand and appreciate school or establishment's position • Understand and appreciate stakeholders' position by school or establishment • Agreed decisions with outcome that balances the school or establishment's position and outcomes for 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 Headteacher/SLT/Governing Body 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
People Management	
Lead, motivate and develop the service(s).	<ul style="list-style-type: none"> • Able and committed staff • Staff performance objectives achieved • Development plans set and actioned • EPR and HR procedures implemented
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 policy and of partners' • Forward and strategic thinking
Planning Requirement
<ul style="list-style-type: none"> • Develops the business plans for the service(s) 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"> • Typically staff numbers of more than 50 • 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 organisation 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