

**Wolverhampton City Council**  
**Role Profile Description**  
**LPDSB50S**

<b>Date</b>	<b>June 2010</b>
<b>Family</b>	<b>Learning and People Development (School based)</b>
<b>Role Profile Level Number</b>	<b>50S</b>
<b>Purpose</b>	
To manage, lead, co-ordinate and/or provide advice on a range of programmes and activities that develop the capacity of individual and groups of pupils in a school or educational establishment setting and review the effectiveness of programmes and activities	
<b>Role Accountability</b>	<b>End Result</b>
<b>Planning</b>	
Interrogate needs, recommend actions and establish priorities.	<ul style="list-style-type: none"> <li>• Systematic allocation of available resources to achieve agreed objectives</li> </ul>
<b>Delivery</b>	
Deliver learning and provide expert advice to internal and external customers and stakeholders.	<ul style="list-style-type: none"> <li>• Standards are determined, maintained and skill base enhanced</li> <li>• Learning provided in a safe and stimulating environment</li> </ul>
<b>Co-ordination</b>	
Liaise and co-ordinate activities and resources with service partners and stakeholders.	<ul style="list-style-type: none"> <li>• Working practices are integrated across partnerships to achieve and improve service delivery</li> </ul>
Represent the Council and partner organisations on policy matters at a local and/or regional level.	<ul style="list-style-type: none"> <li>• Council's policy is represented effectively</li> <li>• Public Relations is visible and in accordance with guidelines</li> </ul>
<b>Research</b>	
Undertake and arrange research to inform learning, policy and organisational development.	<ul style="list-style-type: none"> <li>• Service delivery is informed by latest thinking and good practice</li> </ul>

<b>Management</b>	
Manage, motivate and develop team to meet individual and team objectives.	<ul style="list-style-type: none"> <li>• Effective deployment of staff resources to achieve the required objectives</li> <li>• Adherence to HR policies and procedures</li> </ul>
Monitor and control delegated budgets and identify and access other funds.	<ul style="list-style-type: none"> <li>• Service responds effectively to local needs within the resource constraints</li> </ul>
Report as required to relevant funding bodies.	<ul style="list-style-type: none"> <li>• Future funding requirements funding accessed</li> </ul>
Gather and co-ordinate resources in preparation for inspections.	<ul style="list-style-type: none"> <li>• Information and resources available for inspection</li> </ul>
<b>Nature of Contacts and Relationship (who and the nature of the communications)</b>	
<ul style="list-style-type: none"> <li>• Working in partnership with other agencies supervising and monitoring the quality of delivery and operations</li> <li>• May be contact with elected members</li> <li>• May be negotiation, procurement, with external providers</li> </ul>	
<b>Working Environment Context (disruption, physical, disagreeable, health and safety aspects)</b>	
<ul style="list-style-type: none"> <li>• School or educational environment</li> <li>• Office based but may require some off site working</li> </ul>	
<b>Procedural Context (creativity, discretion, impact)</b>	
<ul style="list-style-type: none"> <li>• Making judgements and decisions within the scope of the policy framework and recommending and writing changes in existing and/or new policy</li> </ul>	
<b>Planning Requirement</b>	
<ul style="list-style-type: none"> <li>• Develops annual business/improvement plan and contributes to service planning</li> </ul>	
<b>Key Facts and Figure Ranges (include likely size of any team managed)</b>	
<ul style="list-style-type: none"> <li>• Manage a team(s)</li> <li>• May manage a budget and may have income targets</li> </ul>	

<b>Skills, Knowledge and Qualifications</b>
<ul style="list-style-type: none"> <li>• Qualified in professional discipline with good working knowledge of the work/sector area and the ability to manage a team/establishment</li> </ul>
<b>Equipment Operated and Essential Skills</b>
<ul style="list-style-type: none"> <li>• ICT literate</li> </ul>