

Wolverhampton City Council
Role Profile Description
LPDSB60S

Date	June 2010
Family	Learning and People Development (School based)
Role Profile Level Number	60S
Purpose	
To direct and lead a major specialist area or a full range of programmes and activities that develops the capacity of individuals and groups to fully meet prescribed quality levels.	
Role Accountability	End Result
Direction	
Determine the requirements of a number of large pieces of work and groups of programmes in line with Council objectives.	<ul style="list-style-type: none"> • Service delivers its requirements and fits with overall Council objectives
Contribute, champion and oversee the implementation of strategies and plans into functional business objectives.	<ul style="list-style-type: none"> • Council strategies are implemented and the objectives achieved • Service delivery and improvement
Co-ordination	
Develop the strategic direction of own area and lead in service planning. Oversee a number of areas of work or a number of projects.	<ul style="list-style-type: none"> • Council objectives are delivered to specification, time and budget
Represent the Council and present policy to external partners; proactively develop opportunities for partnership working.	<ul style="list-style-type: none"> • Policy and programmes are developed in a wider partnership
Advice	
Provide specialist expert advice covering a broad professional discipline or work area.	<ul style="list-style-type: none"> • Service is developed and delivered in line with current thinking and good practice
Management	
Organise, develop and motivate a team of senior managers and staff.	<ul style="list-style-type: none"> • The team is capable of achieving the required outputs
Identify and access funds and resources, direct and control financial plans for their area of the service.	<ul style="list-style-type: none"> • The service operates effectively to meet objectives and within budget

Ensure compliance to, and with, inspection regimes	<ul style="list-style-type: none"> • Inspections passed
Nature of Contacts and Relationship (who and the nature of the communications)	
<ul style="list-style-type: none"> • Working in partnership with other professionals and providers to exchange information and specify services • Routine contact with elected members • National and Regional Officers and Agencies 	
Working Environment Context (disruption, physical, disagreeable, health and safety aspects)	
<ul style="list-style-type: none"> • School or educational establishment based priorities may change frequently in response to external influences 	
Procedural Context (creativity, discretion, impact)	
<ul style="list-style-type: none"> • Making recommendations on Council and Partnership Policies • Leading the implementation of change 	
Planning Requirement	
<ul style="list-style-type: none"> • Developing and implementing service and strategic plans for service area 	
Key Facts and Figure Ranges (include likely size of any team managed)	
<ul style="list-style-type: none"> • Managing a team of managers and overall responsibility for service budget 	
Skills, Knowledge and Qualifications	
<ul style="list-style-type: none"> • Relevant professional post graduate or recognised equivalent qualifications • Will have a track record of managing within a professional discipline • Full understanding of the service area and the business context within which it operates • Politically astute in a rapidly changing environment 	
Equipment Operated and Essential Skills	
<ul style="list-style-type: none"> • ICT literate 	

