

**Wolverhampton City Council**  
**Role Profile Description**  
**OPSB58**

<b>Date</b>	<b>December 2011</b>
<b>Family</b>	<b>Operations (School based)</b>
<b>Role Profile Level Number</b>	<b>58</b>
<b>Purpose</b>	
To plan, organise, develop and manage a school/educational establishment operational service area to meet given standards/specifications and performance indicators.	
<b>Role Accountability</b>	<b>End Result</b>
<b>Work Planning</b>	
Plan, organise and manage the delivery of the operational service to achieve the established service standards.	<ul style="list-style-type: none"> <li>• Appropriate plans and schedules planned and delivered</li> <li>• Work complete to SLA's/PI's/specifications</li> <li>• Work standards achieved</li> <li>• Work appropriately allocated to teams</li> </ul>
<b>Resources</b>	
Identify, request, source and deploy the resources necessary to deliver the service.	<ul style="list-style-type: none"> <li>• Timely resource requests submitted</li> <li>• Agreed resources available when needed</li> <li>• Resources effectively deployed</li> </ul>
<b>Records and Reports</b>	
Compile and submit/present records and reports as required by the school, educational establishment or Councils procedures, management requirements and where necessary legislation.	<ul style="list-style-type: none"> <li>• Records/reports accurately completed on time</li> <li>• All relevant data completed and timely</li> </ul>
<b>Plans and Budgets</b>	
Prepare, submit for approval and manage agreed business plans and budgets for the service defined Service Level Agreements; monitor and control costs/income to target levels.	<ul style="list-style-type: none"> <li>• Timely plans and budgets</li> <li>• Costs controlled within budget and where necessary appropriate remedial action taken.</li> <li>• Income achieved on budget</li> </ul>

	<ul style="list-style-type: none"> <li>• Appropriate SLA's where appropriate specifications agreed</li> </ul>
<b>People Management</b>	
Lead, train, motivate and manage the performance of staff and sub-contractors.	<ul style="list-style-type: none"> <li>• Skilled and capable staff</li> <li>• Achievement of performance objectives</li> <li>• School, educational establishment and Council policies implemented</li> </ul>
<b>Compliance</b>	
Assess and make due allowance for risks and control the operation of the service area to comply with all relevant legislation and the Council's procedures.	<ul style="list-style-type: none"> <li>• Risk effectively managed.</li> <li>• Incidents reported and actioned</li> <li>• Staff aware of obligations</li> <li>• Compliance with relevant school, educational establishment and Council procedures and legislation</li> </ul>
<b>Service Delivery</b>	
Work with customers/partners/contractors and other <i>stakeholders</i> to identify and resolve any problems or queries with the provision of the service and promote the service.	<ul style="list-style-type: none"> <li>• Queries/complaints promptly resolved</li> <li>• Major issues promptly escalated</li> <li>• Satisfied customers/partners/contractors and stakeholders</li> <li>• Service promoted effectively</li> </ul>
Identify, propose and implement approved service improvement initiatives and business development opportunities.	<ul style="list-style-type: none"> <li>• Service improvements identified</li> <li>• Service improvements implemented and standards met</li> <li>• Business opportunities implemented</li> <li>• Income stream enhanced</li> <li>• Business development supports corporate priorities</li> </ul>
<b>Nature of Contacts and Relationship (who and the nature of the communications)</b>	
<ul style="list-style-type: none"> <li>• Staff – Motivate, support and manage staff with responsibility for full application of the Council's procedures. Customers/partners/contractors and other stakeholders – receive, resolve and respond to queries, complaints and contacts; also to discuss approaches to develop and improve the service with a focus on promoting the service</li> <li>• Contact with members and senior management</li> </ul>	
<b>Working Environment Context (disruption, physical, disagreeable, health and safety aspects)</b>	
<ul style="list-style-type: none"> <li>• Mainly inside, but need to visit various establishments both internal and external with associated travelling</li> </ul>	

<b>Procedural Context (creativity, discretion, impact)</b>
<ul style="list-style-type: none"> <li>• Works generally within the overall policy framework, but inputs to development of policy and strategy. Prepares definition of the SLAs and contracts for the service and identifies potential for business improvement</li> </ul>
<b>Planning Requirement</b>
<ul style="list-style-type: none"> <li>• Prepare annual plans, budgets, and reports and medium/longer term business plans and forecasts</li> </ul>
<b>Key Facts and Figure Ranges (include likely size of any team managed)</b>
<ul style="list-style-type: none"> <li>• Staff – up to 40 (to resolve internally)</li> <li>• Budget up to £5M</li> </ul>
<b>Skills, Knowledge and Qualifications</b>
<ul style="list-style-type: none"> <li>• Relevant vocational qualifications or equivalent experience</li> <li>• Thorough understanding of the Council's framework, legislative regulations and policy and how to interpret and/or modify them to suit the needs of the service</li> <li>• Capable of identifying and developing business opportunities</li> <li>• Negotiation/persuasion skills</li> </ul>
<b>Equipment Operated and Essential Skills</b>
<ul style="list-style-type: none"> <li>• ICT skills</li> </ul>