

Wolverhampton City Council
Role Profile Description
TESB40S

Date	December 2011
Family	Technical (School Based)
Role Profile Level Number	40S
Purpose	
To manage a team/s to undertake specific specialised projects in a specific discipline, to given timescales, costs and specifications and/or to provide expert technical/professional advice in a school or educational establishment setting.	
Role Accountability	End Result
Planning	
Provide inputs to plans/budgets for work programmes; and plan and organise self and team to complete work programme to time budgets and standards.	<ul style="list-style-type: none"> • Plans and budgets achieved • Service delivered to agreed standards and programme • Self and team time used effectively
Work Solutions	
Develop solutions to complex issues and organise their implementation.	<ul style="list-style-type: none"> • Recommendations and proposals for resolving complex issues • Solutions delivered and implemented • Professional/technical standards upheld
Service Delivery	
Provide complex technical advice/information/guidance to Headteacher / SLT and governing body and external to the school or establishment.	<ul style="list-style-type: none"> • Specialist advice delivered • Input provided to the appropriate policy proposals • Headteacher / SLT aware of implications, threats and opportunities

Compliance	
Ensure compliance with school or establishment policy/regulations/legislation and appropriate technical standards, including where larger risk and/or projects are involved.	<ul style="list-style-type: none"> • Technical standards maintained or improved • Compliance ensured
Reports	
Provide reports on complex issues, representing the school or establishment's interests internally and externally.	<ul style="list-style-type: none"> • Clear summary of risks and issues • Reports completed to time/standards/policy • Advocacy of school or establishment's position
People Management	
Involved in recruitment process. Responsible for the training and development of team members, and providing technical guidance, support. Allocating, monitoring team/s work.	<ul style="list-style-type: none"> • Technical advice and training provided • Team/s technically competent • Targets and objectives achieved
Operations	
Manage team operations and assigned projects to meet set targets and standards.	<ul style="list-style-type: none"> • Work completed to required standards • Targets achieved • Adherence to school/ establishment or Council's policies/procedures
Risk	
May operate risk management procedures and standards on multi-team complex issues and projects.	<ul style="list-style-type: none"> • Potential risks managed • School or establishment's reputation and resources maintained • Legal requirements met
Resources	
Contribute to identifying and securing resources to support project workload	<ul style="list-style-type: none"> • Available resources managed to deliver agreed objectives • Resource needs identified

Nature of Contacts and Relationship (who and the nature of the communications)
<ul style="list-style-type: none"> • May have a wide range of internal and external contacts, including other local services, external partners, and the general public • Headteacher / SLT – receive work instruction and refer problems • May deal with members of the governing body to explain or report on technical advice given • May have need to manage contractors/suppliers
Working Environment Context (disruption, physical, disagreeable, health and safety aspects)
<ul style="list-style-type: none"> • Mainly office based, but possibility of isolated working locations • Some dangerous environments where Permits to Work are required e.g. enclosed spaces, or dangerous materials present (e.g. asbestos) • Some unsocial hours to deal with emergencies or disasters
Procedural Context (creativity, discretion, impact, concentration)
<ul style="list-style-type: none"> • Highly flexible and adaptive to respond to a range of situations and evaluate possible alternatives for action • May need to balance use of resources between competing projects • May be required to work to tight deadlines • Internal and external impact could be significant, requiring time and resources to remedy
Planning Requirement
<ul style="list-style-type: none"> • Will be targeted against project/s and will report progress and issues in a timely manner • Has broad freedom to operate within the agreed service plan • Will also plan targets against project/s for team/s
Key Facts and Figure Ranges (include likely size of any team managed)
<ul style="list-style-type: none"> • Management of team/s • Manage multiple projects/schemes • Approval authority within delegated limits

Skills, Knowledge and Qualifications
<ul style="list-style-type: none"> • Technical ability equivalent to graduate level, together with a specialised professional/vocational qualification and extensive experience • Ability to plan and manage multiple teams to deliver complex projects on budget • Financial experience in schools, education establishment, local government or similar settings. • In-depth knowledge of own work area and good knowledge of internal and external situations facing the school or establishment in a local and regional context
Equipment Operated and Essential Skills
<ul style="list-style-type: none"> • May use specialised software at an advanced level, and develop own applications • May also use specialised testing or analysis equipment, as required • Comply with the school / establishment or Council's mobility policies