

**Wolverhampton City Council**  
**Role Profile Description**  
**TESB45A**

<b>Date</b>	<b>October 2010</b>
<b>Family</b>	<b>Technical (School Based)</b>
<b>Role Profile Level Number</b>	<b>45A</b>
<b>Purpose</b>	
To undertake specific specialised projects in a specific discipline, to given timescales, costs and specifications or to provide expert technical/professional advice as a specialist individual contributor in a School or Educational Establishment setting.	
<b>Role Accountability</b>	<b>End Result</b>
<b>Planning</b>	
Provide inputs to plans/budgets for work programmes; and plan and organise self to complete work programme to time, standard and budgets.	<ul style="list-style-type: none"> <li>• Plans and budgets achieved</li> <li>• Service delivered to agreed standards and programme</li> <li>• Time used effectively</li> </ul>
<b>Work - Solutions</b>	
Develop solutions to complex issues and organise their implementation.	<ul style="list-style-type: none"> <li>• Recommendations and proposals for resolving complex issues</li> <li>• Solutions delivered and implemented</li> <li>• Professional/technical standards upheld</li> </ul>
<b>Service Delivery</b>	
Provide complex technical advice/information and guidance	<ul style="list-style-type: none"> <li>• Specialist advice delivered</li> <li>• Input provided to appropriate policies</li> <li>• Headteacher / SLT aware of implications, threats and opportunities</li> </ul>

<b>Compliance</b>	
Ensure compliance with appropriate policy/regulations/legislation and appropriate technical standards, including where larger risk and/or projects are involved.	<ul style="list-style-type: none"> <li>• Technical standards maintained or improved</li> <li>• Compliance ensured</li> </ul>
<b>Reports</b>	
Provide reports on complex issues, representing the School / Establishment's interests internally and externally involving a range and high levels of expertise.	<ul style="list-style-type: none"> <li>• Clear summary of risks and issues</li> <li>• Reports completed to time/standards/policy</li> </ul>
<b>People Management</b>	
May assist in staff recruitment, and may provide informal technical guidance and support to train team members.	<ul style="list-style-type: none"> <li>• Technical advice and support provided</li> <li>• Team technical competency supported</li> </ul>
<b>Operations</b>	
Monitor and control technical operations and assigned projects/schemes to meet set targets and standards.	<ul style="list-style-type: none"> <li>• Work completed to required standards</li> <li>• Targets achieved</li> <li>• School / Establishment policies/procedures adhered to</li> </ul>
<b>Risk</b>	
May operate risk management procedures and standards on complex issues or large projects.	<ul style="list-style-type: none"> <li>• Potential risks managed</li> <li>• School / Establishment's reputation and resources maintained</li> </ul>
<b>Nature of Contacts and Relationship (who and the nature of the communications)</b>	
<ul style="list-style-type: none"> <li>• May have a wide range of internal and external contacts, including other local services, external partners, and the general public</li> <li>• May deal with Headteacher /Governing Body to explain or report on technical advice given</li> <li>• May have need to manage confrontations with contractors/suppliers</li> </ul>	

<b>Working Environment Context (disruption, physical, disagreeable, health and safety aspects)</b>
<ul style="list-style-type: none"> <li>• Some unsocial hours to deal with issues, emergencies or disasters</li> <li>• Some office based, or on multi-site. May be in hazardous environment and may be require to wear safety equipment</li> </ul>
<b>Procedural Context (creativity, discretion, impact, concentration)</b>
<ul style="list-style-type: none"> <li>• Highly flexible and adaptive to respond to range of situations and evaluate possible alternatives for action</li> <li>• May need to balance use of resources between competing projects</li> <li>• May be required to work to tight deadlines</li> <li>• Internal and external impact could be significant, requiring time and resources to remedy</li> </ul>
<b>Planning Requirement</b>
<ul style="list-style-type: none"> <li>• Will be targeted against project/s and will report progress and issues in a timely manner</li> <li>• Has broad freedom to operate within the agreed service plan</li> </ul>
<b>Key Facts and Figure Ranges (include likely size of any team managed)</b>
<ul style="list-style-type: none"> <li>• May be responsible for project budgets and needs to be aware of and take into account impact of any budget constraints</li> </ul>
<b>Skills, Knowledge and Qualifications</b>
<ul style="list-style-type: none"> <li>• Equivalent to degree level, professionally qualified, and having extensive experience</li> <li>• May require a formal management qualification and/or extensive internal development and experience project management experience</li> <li>• Detailed understanding of School / Establishment operations and other public services and utilities in the region</li> </ul>
<b>Equipment Operated and Essential Skills</b>
<ul style="list-style-type: none"> <li>• Advanced ICT as required and business planning skills</li> </ul>