

**Wolverhampton City Council**  
**Role Profile Description**  
**TESB50A**

<b>Date</b>	<b>June 2010</b>
<b>Family</b>	<b>Technical (School Based)</b>
<b>Role Profile Level Number</b>	<b>50A</b>
<b>Purpose</b>	
To lead a portfolio of projects/schemes or a discrete work area involving teams delivering a professional service, within overall business plan, 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 service/section planning and budgets, and plan and organise self and team members to complete work to budget and plan.	<ul style="list-style-type: none"> <li>• Influence on plans and budgets</li> <li>• Input to business plan and future service delivery</li> <li>• Work completed to set timescales</li> <li>• Own and team's time well used</li> </ul>
<b>Work - Solutions</b>	
Develop innovative solutions to complex problems involving several areas of expertise, and organise their implementation	<ul style="list-style-type: none"> <li>• Solution/projects proposed and projects delivered for complex situations</li> <li>• Regulatory requirements met</li> </ul>
<b>Service Delivery</b>	
Provide specialist advice on application of technical/professional principles and policies	<ul style="list-style-type: none"> <li>• Specialist advice/expert witness testimony delivered</li> <li>• Service delivery risks/benefits identified</li> </ul>
<b>Compliance</b>	
Ensure compliance with appropriate regulatory standards where major impact is likely.	<ul style="list-style-type: none"> <li>• Delivered service is compliant</li> <li>• Reports and recommendations delivered to SLT and external partners</li> <li>• Technical standards applied</li> </ul>

<b>Reports</b>	
Coordinate programmes and presentations of reports on complex issues, involving a range and high levels of expertise.	<ul style="list-style-type: none"> <li>• Clear service delivery with issues and implications flagged</li> <li>• Policy and timing standards met</li> <li>• Advocacy of School / Establishment position delivered</li> </ul>
<b>People Management</b>	
Give technical guidance, training and support to team members	<ul style="list-style-type: none"> <li>• Team(s) technically competent</li> <li>• Technical work completed to required standards</li> </ul>
<b>Operations</b>	
Organise and control the technical work of multi-disciplinary teams to achieve project portfolio targets and standards	<ul style="list-style-type: none"> <li>• Work completed to required standards</li> <li>• Targets for cost and time achieved</li> <li>• Diverse expertise coordinated and applied</li> </ul>
<b>Risk</b>	
Operate risk management procedures and standards on multi-team complex issues.	<ul style="list-style-type: none"> <li>• Potential risks managed/monitored</li> <li>• School / Establishment reputation and finances maintained</li> <li>• Legal requirements met</li> </ul>
<b>Resources</b>	
Contribute to identifying and securing resources to support project/scheme workload.	<ul style="list-style-type: none"> <li>• Resources specified</li> <li>• Adequate resources allocated</li> </ul>
<b>Nature of Contacts and Relationship (who and the nature of the communications)</b>	
<ul style="list-style-type: none"> <li>• Headteacher / Governor contact to act as information exchange, and to provide specialised guidance advice reports and explanation</li> <li>• Externally will be programme coordinator in partnership projects, building relationships and designing SLAs with partners and external funding bodies.</li> <li>• Will act as ambassador for the School / Establishment, and will take part in local authority benchmarking exercises on its behalf</li> </ul>	

<b>Working Environment Context (disruption, physical, disagreeable, health and safety aspects)</b>
<ul style="list-style-type: none"> <li>• Work subject to conflicting priorities and time deadlines, financial controls and pressures</li> <li>• Office based but much time spent away from base internally and externally.</li> <li>• Potential conflict situations at senior level when negotiating</li> </ul>
<b>Procedural Context (creativity, discretion, impact, concentration)</b>
<ul style="list-style-type: none"> <li>• Problem solving an integral part of the job, especially in relation to the impact of changing legislation on School / Establishment operations</li> <li>• Impact of the role is widespread internally and has input to process improvement and performance management at senior level affecting other service areas, and makes inputs into overall strategy and plans</li> </ul>
<b>Planning Requirement</b>
<ul style="list-style-type: none"> <li>• Wide freedom to deploy resources to meet targets and objectives, across the School / Establishment operations</li> <li>• May have high level of direct exposure to members who seek guidance and advice</li> </ul>
<b>Key Facts and Figure Ranges (include likely size of any team managed)</b>
<ul style="list-style-type: none"> <li>• Not likely to be a budget holder, but projects advised on could be up to 200 staff and £10m individually</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>