

**Wolverhampton City Council**  
**Role Profile Description**  
**TESB55**

<b>Date</b>	<b>June 2010</b>
<b>Family</b>	<b>Technical (School Based)</b>
<b>Role Profile Level Number</b>	<b>55</b>
<b>Purpose</b>	
To deliver a portfolio of projects/schemes and/or operational activities through managing team/s to deliver a professional service, within overall business plan	
<b>Role Accountability</b>	<b>End Result</b>
<b>Planning</b>	
Plan, organise and manage self and team/s to complete work to budget, standard and plan; contribute to development of policies, plans and budgets for the service area.	<ul style="list-style-type: none"> <li>Plans and budgets achieved</li> <li>Input to business plan and future service delivery</li> <li>Work completed to set timescales and standards</li> <li>Own and team's time used effectively</li> <li>Contribution to policies plans and budgets.</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</li> </ul>
<b>Service Delivery</b>	
Provide specialist advice on application of technical/professional principles and policies. Ensure service delivered and solutions implemented.	<ul style="list-style-type: none"> <li>Specialist advice delivered</li> <li>Service delivered to appropriate standards</li> </ul>
<b>Compliance</b>	
Ensure compliance with appropriate regulatory standards, including where major impact is likely.	<ul style="list-style-type: none"> <li>Delivered service is compliant</li> <li>Technical standards applied</li> <li>Regulatory requirements met</li> </ul>

<b>Reports</b>	
Prepare and present 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>• Reports and recommendations delivered to SLT /external partners and/or Governing Bodies</li> </ul>
<b>People Management</b>	
May recruit staff. Responsibility for training development and motivation of staff, and provide input into future workforce planning. Allocating, monitoring team/s work.	<ul style="list-style-type: none"> <li>• Team(s) technically competent</li> <li>• Technical work completed to required standards</li> <li>• Targets and objectives achieved</li> </ul>
<b>Operations</b>	
Organise and control the work of (multi-disciplinary) team/s to complete projects/programmes/operations on target and to standard.	<ul style="list-style-type: none"> <li>• Work completed to required standards</li> <li>• Targets for cost and time achieved</li> <li>• Expertise coordinated and applied</li> </ul>
<b>Risk</b>	
Operate risk management procedures and standards on complex issues.	<ul style="list-style-type: none"> <li>• Potential risks managed</li> <li>• School / Establishment reputation and resources maintained</li> </ul>
<b>Resources</b>	
Identifying, securing and/or deploying resources to support workload.	<ul style="list-style-type: none"> <li>• Appropriate resources deployed/secured</li> <li>• Available resources managed to deliver agreed objectives</li> <li>• Resource needs identified</li> </ul>
<b>Nature of Contacts and Relationship (who and the nature of the communications)</b>	
<ul style="list-style-type: none"> <li>• Headteacher / Governing Body contact to act as information exchange, and to provide specialised guidance, advice, reports and explanation</li> <li>• Externally may be programme coordinator in partnership projects, building relationships and designing SLAs with partners and external funding bodies.</li> <li>• May act as an ambassador for the School / Establishment</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. Office based and/or multi site (in other levels) but time spent away from base internally and externally</li> <li>• Potential conflict situations at senior level</li> </ul>
<b>Procedural Context (creativity, discretion, impact)</b>
<ul style="list-style-type: none"> <li>• Problem solving and creative solutions an integral part of the job</li> <li>• Impact of the role is widespread internally and externally 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 available resources to meet targets and objectives</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>• Multi-team projects could involve control up to 200 staff: project budgets could be up to £10m and revenue budgets of £2m <i>check numbers and amounts</i>)</li> </ul>
<b>Skills, Knowledge and Qualifications</b>
<ul style="list-style-type: none"> <li>• Relevant professionally qualified at (post graduate level*) or relevant equivalent knowledge and experience</li> <li>• Experienced manager of diverse teams</li> <li>• Detailed knowledge and understanding of the School / Establishment's governance</li> <li>• Knowledge of government's operations and regulatory requirements</li> <li>• Current knowledge of best practice and technical skills, technologies and market conditions in the appropriate discipline</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> <li>• Ability to negotiate and influence at all levels</li> <li>• Comply with the School / Establishment / Council's mobility policy</li> </ul>