Wolverhampton City Council
Role Profile Description
LPD50A

Date	**June 2010**
Family	**Learning and People Development**
Role Profile Level Number	**50A**
Purpose	
To provide advice on a range of specialist subject areas for programmes and activities that develops the capacity of individual and groups.	
Role Accountability	**End Result**
Planning	
Interrogate needs, recommend actions and establish priorities.	• Systematic allocation of available resources to achieve agreed objectives
Delivery	
Deliver learning and provide expert advice to internal and external customers and stakeholders.	• Standards are determined, maintained and skill base enhanced • Learning is provided in a safe and stimulating learning environment
Co-ordination	
Liaise and co-ordinate activities and resources with service partners and stakeholders.	• Working practices are integrated across partnerships to achieve and improve service delivery
Represent the Council and partner organisations on policy matters at a local level.	• Council's and partners' policy is represented effectively • Public Relations is visible and in accordance with guidelines
Research	
Undertake and arrange research to inform learning, policy and organisational development.	• Service delivery is informed by latest thinking and good practice

Nature of Contacts and Relationship (who and the nature of the communications)
• Working in partnership with other agencies schools, settings in supervising and monitoring the quality of delivery • May have contact with elected members
Working Environment Context (disruption, physical, disagreeable, health and safety aspects)
• Office based but may require some off site working
Procedural Context (creativity, discretion, impact)
• Making judgements and decisions within the scope of the policy framework and recommending changes
Planning Requirement
• Contributes to service and improvement planning
Key Facts and Figure Ranges (include likely size of any team managed)
• No budget responsibilities
Skills, Knowledge and Qualifications
• Qualified in professional discipline with good working knowledge of the work/sector area
Equipment Operated and Essential Skills
• ICT literate