Wolverhampton City Council
Role Profile Description
PSW60

Date	**June 2010**
Family	**Personal and Social Wellbeing**
Role Profile Level Number	**60**
Purpose	
To ensure the effective, efficient, and integration and operation of overall service area or facility to deliver the required objectives to promote independence and wellbeing.	
Role Accountability	**End Result**
Management	
To effectively manage the service delivery of teams and units including oversight of exceptionally complex and high risk cases.	• All cases, including complex and high risk are progressed in line with quality, national and legislative standards • Public accountability and public relations dealt with effectively
Budget	
Plan, control and monitor the allocation and use of own areas' budget.	• Delivery of effective and efficient use of essential resources • Delegation and supervision of expenditure levels
People and Performance Management	
Manage the performance of practitioners and managers; advise managers on appropriate course of action in line with quality standards.	• Delivery of services to required internal standards • Meeting of quality, national and legislative standards
Ensure people management practices adhere to Council's HR policies and procedures.	• Meeting of Council requirements • HR policies and procedures are adhered to
Organise, develop and motivate a team of staff.	• Team is capable of achieving the required outcomes in environment of change

Ensure proper processes and resources are in place for training and developing staff.	• Procurement of funded resources • Improvement of unit performance • Facilitation of career progression within the service • Increased pool of experienced and qualified resource within the service
Determine the allocation and prioritisation of resources at the team/unit level.	• Support is delivered to the most urgent and important areas of service • Managers have the appropriate support from appropriately qualified individuals in line with legislative requirements
Premises Management	
If applicable, ensure that proper procedures and resources are in place to maintain the security of the premises.	• Safety of staff and service users • Security of facilities, information and assets
If applicable, control and authorise procurement for and maintenance of premises.	• Priorities determined for expenditure and implementation • Maintenance of premises that are fit-for-purpose • Health and safety of service users and staff
Service Development	
Provide authoritative opinion and directly contribute to the strategic development of own service in line with Council and national policy drivers.	• Effective identification and use of expertise and resources to meet service requirements • Improved quality of service and efficiency and effectiveness
Develop service in line with operational demands.	• Service meets operational requirements
Relationships	
Liaise with key internal and external stakeholders to develop Council wide service delivery.	• Integrated approach between agencies • Improved efficiency and innovation in service delivery

Nature of Contacts and Relationship (who and the nature of the communications)
• Senior managers in partnership organisations and departments and other agencies, regular liaison with government departments and under direction with elected members.
Working Environment Context (disruption, physical, disagreeable, health and safety aspects)
• Office based
Procedural Context (creativity, discretion, impact)
• Control the allocation of own areas' budget • Resource authorisation • Professionally accountable for interventions • Accountable for team/unit's performance
Planning Requirement
• Developing annual Business plan/co-ordinate team plans and contributing to service plan
Key Facts and Figure Ranges (include likely size of any team managed)
• Typically manage 8-13 direct reports which can include managers as direct reports • May plan and control budget
Skills, Knowledge and Qualifications
• Degree or equivalent • Post graduate professional qualification in practice and/or in management • Organisational awareness and understanding of political agenda • Understanding of roles of key partnership agencies • Resource management ability • Deep understanding of relevant legislation
Equipment Operated and Essential Skills
• Computer – basic ICT skills, use of MS Office package