Wolverhampton City Council
Role Profile Description
TESB38

Date	December 2011
Family	**Technical (School Based)**
Role Profile Level Number	**38**
Purpose	
To provide expert technical/professional support and advice in a particular discipline in a School or Educational Establishment setting.	

Role Accountability	End Result
Planning	
Plan and organise own work to meet set deadlines and input to plans/budgets for work programmes.	• Project/service delivered on time • Targets and objectives and, where appropriate, SLAs met • Recommendations made within their technical discipline enabling decision making
Work - Information	
Obtain, assess and analyse difficult information to carry out technical work to resolve and/or refer appropriately.	• Data accurately recorded • Analysis and conclusions to assist own decision making • Service standards are maintain, anomalies identified and resolved where appropriate
Work - Solutions	
Contribute to the design of and deliver individual projects, programs; and resolution of complex situations and plan their implementation and manage their delivery.	• Practical, effective projects/programs solutions delivered • Specifications/standards achieved • Difficult decisions resolved • Complex decisions escalated

Work - Support	
Maintain equipment, systems and processes, including databases and provide technical support/advice on their use/application.	• Informed decision making enabled • Accurate data available • Some users appropriately trained and major problems escalated
Service Delivery	
Provide complex technical advice/information/guidance	• Specialist advice delivered • Input provided to the appropriate policy proposals
Compliance	
Assess and ensure compliance with appropriate policies/regulations and standards	• Regulations complied with appropriately • Technical/operational risks managed. • Headteacher / SLT aware of obligations, actions needed to comply and consequences of non compliance
Reports	
Compile and deliver/distribute reports of work/projects undertaken, conclusions and recommendations in self-generated or pre-set formats.	• Accurate reports delivered on time • Issues clearly summarised, progress and implications reported
People Management	
Give technical guidance, support to team members, internal and external.	• Team's technical competence and objectives supported
Resources	
May be responsible for appropriate use and security of relevant equipment.	• Equipment used appropriately in accordance with School / establishment procedures

Nature of Contacts and Relationship (who and the nature of the communications)

- Team – share information and ideas

- Headteacher / teaching and non-teaching colleagues – receive work instruction and refer problems

- Colleagues, pupils members of the Governing Body – receive queries and provide information in response

- Colleagues in own and other schools or establishments or council departments

- May be first point of contact to provide advice and guidance

- Some contact with statutory bodies to gather data or information as a basis for specialised technical, advice and guidance

- Some work with contractors may be required to ensure delivery

Working Environment Context (disruption, physical, disagreeable, health and safety aspects)

- Some unsocial hours to deal with issues, emergencies or disasters

- Some office based, and on more than one school or establishment site. Some work may occur off site and may require wearing of safety equipment

- Possible confrontational situations

- Some pressure to meet deadlines

Procedural Context (creativity, discretion, impact, concentration)

- Produces solutions from relevant analysis, within guidelines and policies.

- Flexible and adaptive to respond to range of situations and evaluate possible alternatives for action

- May need to balance use of resources between competing projects

- An element of discretion and creativity may be needed to provide solutions to problems

- May have some impact internally and externally and take time/effort/trouble to remedy

- Periods of concentration when gathering, analysing the information for resolution of issues and/or producing reports

Planning Requirement

- Will be responsible for monitoring project/s and programmes of work and will report progress and issues in a timely manner

- Has broad freedom to operate within the agreed service plan Decide when and how work is carried out.

Key Facts and Figure Ranges (include likely size of any team managed)

- No formal management or budgetary responsibility

- May handle small amounts of cash or larger amounts in non-cash items

Skills, Knowledge and Qualifications

- Technical ability equivalent to graduate level, together with a specialised professional/vocational qualification and/or extensive experience

- Some negotiating ability, project management or interpersonal skills and political awareness

- In-depth knowledge of own disciplines

- May require knowledge of inward and outward facing School / establishment issues

Equipment Operated and Essential Skills

- May use specialised software at an advanced level, and develop own applications

- May also use specialised testing or analysis tools or equipment, as required.

- May be required to drive and use vehicles in accordance with the school / establishment / Council's policy