Wolverhampton City Council
Role Profile Description
TESB40A

Date	December 2011
Family	Technical (School Based)
Role Profile Level Number	40A
Purpose	
To undertake specific specialised projects in a specific discipline, to given timescales, costs and specifications or to provide expert technical/professional advice in a school or educational establishment setting.	

Role Accountability	End Result
Planning	
Provide inputs to plans/budgets for work programmes; and plan and organise self to complete work programme to time, standard and budgets.	• Plans and budgets achieved • Service delivered to agreed standards and programme • Time used effectively
Work - Solutions	
Develop solutions to complex issues and organise their implementation.	• Recommendations and proposals for resolving complex issues • Solutions delivered and implemented • Professional/technical standards upheld
Service Delivery	
Provide complex technical advice/information and guidance to the Headteacher / SLT and governing body and external to the school or establishment.	• Specialist advice delivered • Input provided to appropriate policies • Headteacher and governing body aware of implications, threats and opportunities

Compliance	
Ensure compliance with school/ establishment or Council policy/regulations/legislation and appropriate technical standards, including where larger risk and/or projects are involved.	• Technical standards maintained or improved • Compliance ensured

Reports	
Provide reports on complex issues, representing the school or establishment's interests internally and externally.	• Clear summary of risks and issues • Reports completed to time/standards/policy

People Management	
May assist in staff recruitment, and may provide informal technical guidance and support to train team members.	• Technical advice and support provided • Team technical competency supported

Operations	
Monitor and control technical operations and assigned projects/schemes to meet set targets and standards.	• Work completed to required standards • Targets achieved • Adherence to school/ establishment or Council policies and procedures

Risk	
May operate risk management procedures and standards on complex issues or large projects.	• Potential risks managed • School or establishment's reputation and resources maintained

Nature of Contacts and Relationship (who and the nature of the communications)
• May have a wide range of internal and external contacts, including other local services, external partners, and the general public • Headteacher / SLT – receive work instruction and refer problems • May deal with members of the governing body to explain or report on technical advice given • May have need to manage contractors/suppliers

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

- Some unsocial hours to deal with emergencies or disasters
- Some office based, or on more than one school or establishment site. May be in hazardous environment and may be require to wear safety equipment

Procedural Context (creativity, discretion, impact, concentration)

- Highly 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
- May be required to work to tight deadlines
- Internal and external impact could be significant, requiring time and resources to remedy

Planning Requirement

- Will be targeted against project/s and will report progress and issues in a timely manner
- Has broad freedom to operate within the agreed service plan

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

- May be responsible for project budgets and needs to be aware of and take into account impact of any budget constraints

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 the internal and external situations facing the school or establishment

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/equipment, as required • Comply with the school / establishment or Council's mobility policy