Wolverhampton City Council
Role Profile Description
TESB45S

Date	October 2010
Family	Technical
Role Profile Level Number	45S
Purpose	
To manage a team/s to undertake projects or operational activities, to given timescales, costs and specifications and provide expert technical/professional advice as a specialist individual contributor 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 and team to complete work programme to time budgets and standards.	- Plans and budgets achieved - Service delivered to agreed standards and programme - Self and team 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/guidance	- Specialist advice delivered - Input provided to the appropriate policy proposals - Headteacher / SLT aware of implications, threats and opportunities

Compliance	
Ensure compliance with appropriate policy/regulations/legislation and appropriate technical standards, including where larger risk and/or projects are involved.	• Technical standards maintained or improved • Compliance ensured
Reports	
Prepare and present reports on complex issues, involving a range and high levels of expertise.	• Clear summary of risks and issues • Reports completed to time/standards/policy • Advocacy of School / Establishment's position
People Management	
Involved in recruitment process. Responsible for the training and development of team members, and providing technical guidance, support. Allocating, monitoring team/s work.	• Technical advice and training provided • Team/s technically competent • Targets and objectives achieved
Operations	
Organise and control the work of team/s to complete projects/programmes/operations on target and to standard.	• Work completed to required standards • Targets achieved • School / Establishment policies/procedures adhered to
Risk	
May operate risk management procedures and standards on multi-team complex issues and projects.	• Potential risks managed • School / Establishment reputation and resources maintained • Legal requirements met
Resources	
Identify, secure and/or deploy resources to support workload.	• Appropriate resources deployed/secured • Available resources managed to deliver agreed objectives • Resource needs identified

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
- May deal with Headteacher /Governing Body to explain or report on technical advice given
- May have need to manage confrontations with contractors/suppliers

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

- Some unsocial hours to deal with issues, emergencies or disasters
- Some office based, or on multi-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 a range of situations and evaluate possible alternatives for action within recognised guidelines.
- 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
- Freedom to deploy available resources to meet targets and objectives consulting for advice on policy and resource issues. Will also plan targets against project/s for team/s

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

- Management of team/s
- Manage multiple projects/schemes
- Approval authority within delegated limits

Skills, Knowledge and Qualifications
- Equivalent to degree level, professionally qualified and having extensive experience. May require a formal technical qualification, project management experience and negotiating ability   - Detailed understanding of the Council's operations   - May need knowledge of the School / Establishment's governance
Equipment Operated and Essential Skills
- Advanced ICT as required and business planning skills   - Ability to negotiate and influence at all levels   - Comply with the School / Establishment / Council's mobility policy