Wolverhampton City Council
Role Profile Description
TESB50S

Date	June 2010
Family	Technical (School Based)
Role Profile Level Number	50S
Purpose	
To deliver a portfolio of projects/schemes and/or operational activities through managing team/s to deliver a professional service, within the overall business plan, in a school or educational establishment setting.	

Role Accountability	End Result
Planning	
Plan, organise and manage self and team/s to complete work to budget, standard and plan.	• Plans and budgets achieved • Input to business plan and future service delivery • Work completed to set timescales and standards • Own and team's time used effectively
Work Solutions	
Develop innovative solutions to complex problems involving several areas of expertise, and organise their implementation.	• Solution/projects proposed and projects delivered
Service Delivery	
Provide specialist advice on application of technical/professional principles and policies. Ensure service delivered and solutions implemented.	• Specialist advice delivered • Service delivered to appropriate standards
Compliance	
Ensure compliance with appropriate regulatory standards, including where major impact is likely.	• Delivered service is compliant • Technical standards applied • Regulatory requirements met

Reports	
Prepare and present reports on complex issues, involving a range and high levels of expertise.	• Clear service delivery with issues and implications flagged • Policy and timing standards met • Reports and recommendations delivered to SLT /external partners and/or Governing Body
People Management	
May recruit staff. Responsibility for training development and motivation of staff, and provide input into future workforce planning. Allocating, monitoring team/s work.	• Team/s technically competent • Technical work completed to required standards • Targets and objectives achieved
Operations	
Organise and control the work of (multi-disciplinary) team/s to complete projects/programmes/operations on target and to standard.	• Work completed to required standards • Targets for cost and time achieved • Expertise coordinated and applied
Risk	
Operate risk management procedures and standards on complex issues.	• Potential risks managed • School / Establishment's reputation and resources maintained
Resources	
Identifying, securing and/or deploying 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)

• Headteacher / Governing Body contact to act as information exchange, and to provide specialised guidance, advice, reports and explanation

• Externally may be programme coordinator in partnership projects, building relationships and designing SLAs with partners and external funding bodies.

• May act as an ambassador for the School / Establishment

Working Environment Context (disruption, physical, disagreeable, health and safety aspects)
- Work subject to conflicting priorities and time deadlines, financial controls and pressures   - Office based and/or multi site (in other levels) but time spent away from base, internally and externally   - Potential conflict situations at senior level
Procedural Context (creativity, discretion, impact)
- Problem is solving an integral part of the job   - Impact of the role is widespread internally and externally; has input to process improvement and performance management at senior level - affecting other service areas/directorates; and makes inputs into overall strategy and plans
Planning Requirement
- Wide freedom to deploy available resources to meet targets and objectives.   - May have high level of direct exposure to members who seek guidance and advice
Key Facts and Figure Ranges (include likely size of any team managed)
- Multi-team projects could involve control of up to 200 staff   - Project budgets could be up to £10m and revenue budgets of £2m (*check numbers and amounts*)
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 School / Establishment'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 Council's mobility policy