Glasgow Life
Role Profile Description

Date	**May 2006**
Family	**Social Renewal, Learning and People Development**
Role profile Level Number	7
Reporting line (general)	
Purpose	
To manage and lead and/or provide advice on a range programmes and activities that develop the capacity of individual and groups of people.	
Work area statement	
Action	**End Result**
Leadership	
Organise and control allocated teams, activities and programmes.	• Effective deployment of staff resources to achieve the required objectives
People Management	
Organise, develop and motivate a team of managers and staff.	• The team is capable of achieving the required outputs
Advice	
Provide expert advice to internal and external people.	• Standards are determined, maintained and skill base enhanced
Planning	
Interrogate data, recommend actions and establish priorities.	• Systematic allocation of available resources to achieve agreed objectives
Programme Planning	
Undertake and arrange research to inform training, policy and organisational development.	• Service delivery is informed by latest thinking and good practice
Budgets	
Monitor and control delegated budgets and identify and access other funds.	• Service responds effectively to local needs within the resource constraints
Partnership	
Liaise and co-ordinate activities with service partners.	• Working practices are integrated across partnerships to achieve and improve service delivery
Representation	
Represent the Company on policy matters at a local level.	• The Company's's policy is represented effectively. • Public Relations is visible and in accordance with guidelines

Nature of contacts and relationship (who and the nature of the communications)
With other professionals and providers to exchange information and specify services.
Working Environment Context (disruption, physical, disagreeable, health and safety aspects)
Primarily office based.
Procedural Context (creativity, discretion, impact)
Will be required to make operational choices within broad policy and procedure.
Key facts and figure ranges (include likely size of any team managed)
Managing up to 20 supervisors/managers and a budget of up to £1000k.
Skills, knowledge and qualifications
Formal qualifications required. Essential and generally preferred
Will have a good knowledge in an applied professional discipline.
Work knowledge
Thorough knowledge of budget framework, department and the Company's priorities.
Work skills and equipment operated
General office equipment. IT literate. Ability to manage a team/establishment.
Key Competency Requirement

	Competency	Level
1	Communicating	2
2	Customer Orientation	3
3	Initiative	2
4	Provides Support	2
5	Motivation	3
6	Planning	2
7		
8		