

Role Profile

Date	1 June 2007
Family	Learning & Personal Development
Role Profile Level	9BS

PURPOSE

To manage learning facilities and/or a programme of learning within community facilities and/or the wider community.

ROLE ACCOUNTABILITY	END RESULT
People Management	
Organise, develop and motivate a team of staff. Allocate and review the work of the team.	- The team is capable of achieving the required outputs - The programme of activities is delivered effectively - Quality is sustained and improvements implemented where required - Actions are taken to correct deficiencies
Planning	
Investigate and analyse future demands and trends and identify and access local funds.	Identify the service requirements of current and future client groups
Project Management	
Plan and lead individual projects as required and organise personal workload.	High profile projects are delivered to specification, time and cost
Financial Management	
Contribute to the planning and allocation of resources and delegated budgets.	Effective use of resources and services to achieve overall objectives
Relationships	
Contribute to internal and external partnership and joint working.	Joint and partnership resources are used effectively

WORKING CONTEXT
Nature of contacts and relationship (who and the nature of the communications)
Client and client groups, internal and external partners and potential contact with elected members to provide advice on service. Colleagues to co-ordinate work and develop programmes. Manage and develop staff. Other agencies and partners to develop joint working and partner contribution.
Working Environment Context (physical, disagreeable, health and safety aspects)
Mainly office based
Creativity; discretion; impact: concentration
Making judgements and decisions within the scope of the policy framework and recommending changes in cross service policy.
Planning requirement
Analyse future plans to adapt service, plan and lead projects and contribute to planning the allocation of resources and budgets
Key facts and figure ranges (include likely size of any team managed)
Managing up to ten at level 4 or below and/or project and coaching staff Working with a devolved budget of up to £100,000
Knowledge and qualifications (Education, vocational training and relevant work experience/knowledge and skills typically required. Where formal/vocational qualifications are specified, an equivalent level of general education and/or experience may be appropriate for some jobs.)
Degree or vocational qualification with management qualification or experience
Equipment operated and essential skills
Software packages and MIS