Glasgow City Council
Role Profile Description

Date	**May 2006**
Family	**Social Renewal, Learning and People Development**
Role profile Level Number	6
Reporting line (general)	
Purpose	
To lead and co-ordinate programmes and activities that develop the capacity of individual and groups of people.	
Work area statement	
Action	**End Result**
Supervision and Leadership	
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
Staff Development	
Ensure that staff are adequately developed.	• Programmes are delivered by suitably trained and qualified staff
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
Budget	
Contribute to the planning and allocation of resources and delegated budgets.	• Effective use of resources and services to achieve overall objectives
Partnership Working	
Contribute to internal and external partnership and joint working.	• Joint and partnership resources are used effectively
Programme Planning	
Liaise with client groups and client representatives.	• Programmes are identified, targeted and focussed to meet the needs of various client groups

Nature of contacts and relationship (who and the nature of the communications)
Working directly with clients, supervising and monitoring the quality of delivery. Liaising with other agencies concerning operational matters. Contact with elected members will be commonplace.
Working Environment Context (disruption, physical, disagreeable, health and safety aspects)
Working in a Council establishment/activity centre. May be required to work with difficult or complex groups.
Procedural Context (creativity, discretion, impact)
Operating within standard procedures, policies and processes, making judgements and decisions within the scope of the policy framework.
Key facts and figure ranges (include likely size of any team managed)
May be running an establishment of 10 to 30 staff with an operating budget of £50k.
Skills, knowledge and qualifications
Formal qualifications required. Essential and generally preferred
Qualified in professional discipline such as education or social work.
Work knowledge
With good working knowledge of the work/sector area.
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	Decision Making	1
3	Customer Orientation	1
4	Initiative	2
5	Motivation	3
6	Planning	2
7		
8		