

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Warwickshire Music Business Development Manager	JEID	L0069
Salary Grade:	Scale O 32-34		
Team:	Warwickshire Music		
Service Area:	Communities		
Primary Location:	Saltisford Office Park		
Political Restriction	This position is not politically restricted.		
Responsible to:	Service Delivery Lead		
Responsible for:	Office team, drivers/warehouse operatives		

Role Purpose

To contribute to the development and delivery of Warwickshire County Council's strategy for music education and to ensure the delivery of music curriculum support to all schools in Warwickshire, across all phases and settings.

To manage financial and business operations, projects and resources to ensure that sufficient high quality, accessible music teaching staff and resources are available for Warwickshire pupils across the county.

To contribute to the development and delivery of the DfE's National Plan for Music Education in Warwickshire. To work creatively with key stakeholders to ensure income is generated and resources are effectively managed in order to deliver the four core and three extension roles.

To lead on the extension 1 strategy - (instrument hire) to work proactively to ensure that clear progression routes are available and affordable for all young people and that an instrument loan service is available for those on low income.

Role Responsibilities

Financial/Resource management

- Responsible for day-to-day financial operation, Warwickshire Music instrument and equipment management valued at over £2.5M including inventory control, warehouse and logistics.
- Procurement and inventory control of high value musical instruments and music ICT equipment including computers and ipads. High value stock includes a trolley of 30 Macbook pros valued at £40K and a chrome steelpan set valued at £25K.

Business Development and Expansion

- Lead on the strategic development of Warwickshire Music as a brand, monitoring effectiveness of campaigns and setting targets for growth.
- Lead on the research and development of new products, seeking out new opportunities and ways to differentiate Warwickshire Music from its competitors.
- Responsible for creating and managing the Warwickshire Music marketing and communications strategy.
- Create new packages for schools and customers to meet changing demands.
- Visit targeted schools to build relationships and increase business. This may include the offer of advice and guidance on charging policies, instrument purchase, VAT exemption schemes, remissions, Rotary bursaries and project funding.
- Advise on and source all training needs relating to marketing.

Strategic Management

- To analyse the scope of change, including political, social, cultural, organisational, technological, governance and procedural aspects and take effective action where necessary.
- To monitor and report on individual project plans from initiation to implementation and benefits realisation to ensure the Government expectations for Music Hubs are delivered, on time, to specification within allocated budgets.
- To build and develop effective partnerships with a variety of organisations in order to plan and deliver high quality – value for money projects. Projects will be consistent with the Government and LA strategy for national curriculum music and will involve working with a broad spectrum of partners to include schools and settings, regional and national Music Hubs, music industry partners and other council departments.
- To lead the strategy for the ACE annual Data Return. To develop a data collection process and allocate resources in order to retrieve, analyse and distil data from schools, staff and Music Hub partners effectively.

- To lead the strategy for the instrument scheme to include the development of policies and procedures for forward planning, assessment of need, procurement, maintenance, storage and logistics.

Project and Event Management

- To manage individual medium to long term projects from inception to implementation in partnership with other teams within the County and beyond as appropriate.
- Management of all events to include planning from conception to delivery and the development of appropriate planning tools and training in the use of planning tools.

Line Management and Training

- Line management of office and warehouse teams.
- Lead the training and development for the office and warehouse teams.
- Health and Safety responsibilities to include appropriate risk assessments and the purchase of specialist equipment relating to health and safety issues.
- Presentation at meetings as appropriate to include insets, area meeting and conferences.
- Work with fellow managers in the recruitment and selection of all Warwickshire Music staff including support for the advertising, interviewing and absence management processes – DBS and prohibited list.

Additional Responsibilities

- Attendance at Warwickshire Music events.
- Data collection as required for internal audit.
- Buildings overview with particular regard for health and safety regulations and guidance.
- Quality control – monitoring complaints and compliments.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Degree or other level NVQ5 Qualification in relevant subject	A,I,D
Outstanding communication and organisational skills – to include aural and written skills	A,I
The ability to work constructively and co-operatively in a team	I,D
Relevant management or senior leadership experience in a range of responsibilities	A,I,D
Proven experience of successful budget management	A,I,D
Proven experience in the day-to-day use of the Ensemble CRM platform	A,I
Evidence of successful project/event management	A,I
Knowledge and understanding of relevant educational issues, including access, equality and inclusion, safeguarding and health and safety legislation	A,I
Ability to motivate and inspire	A,I
High expectations of self and others and ability to work to deadlines	A,I
Consistent and provable excellence in all administrative matters	A,I,
Commitment to Warwickshire Music values and ethos	A,I,
Commitment to continued professional development	A,D
Full driving licence and ability to travel effectively across the county	A,D
Ability to work independently and to agreed KPIs	A,I,D
Enhanced DBS clearance	D

Desirable Criteria

Assessed By:

Business Management, HR, Finance qualification	D
Experience of dealing with Commercial Partners	A
Experience of dealing with Parents/Carers schools	A
Experience of working for a busy music education service	A

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	X Restricted postural change – prolonged sitting
X Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
X Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	x Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	