

# 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:	Business & Resource Manager	JEID	
Salary Grade:	Scale O - Points 32-34		
Team:	Warwickshire Music – Business & Resource Team		
Service Area:	Education Delivery Services, People Group		
Primary Location:	Office based in Warwick, with some hybrid working possible.		
Political Restriction	This position is not a politically restricted.		
Responsible to:	Service Delivery Lead		
Responsible for:	<ul style="list-style-type: none"><li>Leading and effectively managing the Warwickshire Music business and resourcing team.</li><li>The effective and efficient management of all business and resource functions of Warwickshire Music.</li></ul>		

#### Role Purpose

- To be a member of and collaborate with all members of the Warwickshire Music Senior Leadership Team to ensure that the strategic objectives and business priorities of Warwickshire Music and the Music Hub are effectively developed, communicated, implemented and managed to achieve intended outcomes and targets to time and within budget.
- To manage the day to day financial, business and resource operations of Warwickshire Music and support the development of the overall financial strategy for the Service.
- To oversee and manage all Service delivery contracts, teacher payroll and timetabling functions in collaboration with Area Leaders.
- To ensure that all business systems & processes, data capture and reporting functions are efficient and effectively support and promote the delivery of services and opportunities to schools, children and families.

- To lead on Hub Strategic Function 5 and support the delivery of Hub Functions 1 to 4 as defined in the national Plan for Music Education.

## **Role Responsibilities**

### **Financial & Resource Management**

- Responsible for day-to-day financial management including, monitoring and forecasting of £2.5m budget, debt management and procurement functions in line with all council policy and procedure.
- Oversee and manage service delivery contracts ensuring invoices are effectively managed to gain planned income in a timely way and that appropriate business and financial data is available to inform operational management and strategic planning.
- Oversee and manage the instrumental and equipment stock inventory ensuring efficient and robust systems for stock management and audit are in place.
- Seek out and drive the delivery of new income streams and support funding bids to ensure business sustainability and growth.

### **Business Systems and Data**

- Ensure that the Service CRM system is used to its full potential ensuring streamlined and automated business processes are used to support effective contract management, payment solutions, data collection and reporting functions.
- Drive the delivery of effective business systems and processes across the service making full use of business automation solutions to drive efficiencies.
- Provide data and information to support the annual survey submission to Arts Council each year.

### **Marketing and Communication**

- Oversee the management and development of the Service and Music Hub Website(s) and social media presence to ensure all content effectively promotes the activities of the Service and Music Hub, is relevant, accessible and easily navigable.
- Oversee, develop and manage the marketing and communication strategy for the Service and Music Hub ensuring a high quality consistent brand image is maintained for the Service and Music Hub at all times.

### **Line Management**

- Line management, recruitment, training and development of the business and resource team.

- Ensure that high quality, efficient and effective customer service is consistently delivered to all clients, and stakeholders and that all inbound communication is dealt with in a professional and timely way.
- Have oversight of and support Area Leaders in the recruitment process for members of the teaching team, including advertising, induction and safeguarding processes.

### **Health & Safety**

- Working with Area Leaders, have oversight of and manage all matters relating to Health & Safety and Risk Assessment actions for Service delivery and events in line with council policy and process.

### **Additional Responsibilities**

- To contribute to and support the development, management and effective delivery of all business and strategic plans for the Service and Music Hub
- Prepare and supply information and reports to support internal and external reporting requirements.
- To deputise for or represent the Delivery Lead as required.
- To support evening and weekend activities and events from time to time, within agile working arrangements
- To undertake any other duties or responsibilities as required to ensure the ongoing success and sustainability of Warwickshire Music and Music Hub.

## **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:

A business or finance qualification at NVQ Level 5 or substantial proven career experience working at or beyond this level.	A,I,D
Proven track record of successful business management in a trading/commercial setting	A,I
Proven experience of successful budget management and delivery of efficiency savings	A,I
Outstanding organisational and prioritisation skills	I,D

Successful experience of data analysis and reporting to inform operational planning and management	A, I, T
Experience of successful management of a team	A,I
The ability to work constructively and co-operatively in a team	A,I
Proven experience in the day-to-day and strategic use of CRM platforms to ensure efficient and effective business operation and client management	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
Outstanding communication and organisational skills – to include aural and written skills	A,I
Ability to motivate and inspire teams	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:

Finance Qualification e.g. CIPFA	D
Success in bid writing and/or fund raising	A,I
Experience of dealing with Commercial Partners	A, I
Experience of dealing with Parents/Carers and schools	A, I
Experience of working in music education setting	A, I

## 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 checked="" type="checkbox"/> Other (please specify):	Some evening and weekend working to meet service delivery needs as required