

# Role Profile

## Part A - Grade & Structure Information

<b>Job Family Code</b>	<b>9PE</b>	<b>Role Title</b>	<b>Contemporary Music Lead</b>
<b>Grade</b>	PS9	<b>Reports to (role title)</b>	<b>Curriculum Manager</b>
		<b>Directorate / School</b>	<b>Resources, Cultural Services</b>
<b>JE Band</b>	314-370	<b>Service / Department</b>	<b>Surrey Arts</b>
		<b>Date Role Profile was created</b>	<b>Mar-25</b>

## Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

<b>Role Purpose</b> including key outputs	<p>Contemporary Music Lead will be responsible for designing and implementing a strategy that broadens Surrey Arts' music provision, integrating digital music and contemporary genres to reflect the interests and needs of young people today. The role will:</p> <ul style="list-style-type: none"> <li>• Expand music-making programmes and activities in digital and contemporary genres such as electronic, pop, rock, jazz, hip-hop, R&amp;B, folk/world, DJing, and fusion styles.</li> <li>• Develop new ensemble models embracing digital audio workstations (DAWs), live looping, electronic production, and non-traditional instrumentation.</li> <li>• Undertake limited teaching, where required, to establish new activity, model best practice and cover staff absence.</li> <li>• Lead on inclusive, accessible music education pathways, especially for SEND, neurodivergent learners, and those facing participation barriers.</li> <li>• Forge partnerships with schools and communities, embedding contemporary music learning in both formal and informal settings, especially in under-served areas.</li> <li>• Support schools in digital and contemporary music delivery, including leading continued professional development, curriculum support, and equipment guidance.</li> <li>• Facilitate industry links and progression opportunities into careers in music production, performance, and content creation.</li> <li>• Champion innovation within Surrey Arts, leading the development of online learning resources, streamed content, and digital platforms.</li> <li>• Secure sustainable income through fees and charges and external funding.</li> </ul>
<b>Work Context</b>	<p>The role is notionally based at The Pines, Guildford, but in practice involves delivery across schools, area centres, and community venues throughout Surrey, as well as online via video-conferencing and digital platforms. The role holder must be prepared to travel across the county and occasionally beyond to support projects, performances, and partnership development.</p> <p>As a strategic and delivery-focused role, this post involves working closely with schools, youth services, and community groups, as well as building relationships with higher education institutions and music industry partners. Some evening and weekend work will be required to support performances, events, and industry-linked projects, with advance notice.</p>
<b>Line management responsibility</b> if applicable	No direct line management responsibility, but the role will involve matrix management, leading and coordinating staff across teams on specific projects and initiatives
<b>Budget responsibility</b> if applicable	Responsible for managing project budgets as required.

<b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family	<p>Service Development</p> <ul style="list-style-type: none"> <li>• Contribute to the development and achievement of business plans in their work area to develop and implement agreed strategy.</li> <li>• Promote and manage the delivery of the service to meet the needs of the public.</li> </ul> <p>Planning &amp; Organising</p> <ul style="list-style-type: none"> <li>• Plan workloads and secure resources to enable the team/s to achieve a quality service.</li> <li>• Lead projects and reviews within a defined area of work as directed by their manager to promote engagement with the service area.</li> </ul> <p>Analysis, Reporting &amp; Documentation</p> <ul style="list-style-type: none"> <li>• Ensure processes and systems are in place to monitor and review service delivery and achievement of agreed objectives.</li> </ul> <p>Finance/Resource Management</p> <ul style="list-style-type: none"> <li>• Monitor and advise on budget expenditure in accordance with the organisation's policies and procedures.</li> <li>• May manage external suppliers and contracts.</li> </ul> <p>Work with others</p> <ul style="list-style-type: none"> <li>• Liaise, communicate and build relationships with other internal departments, partner organisations, agencies and/or contractors on operational issues to share knowledge or best practice and ensure quality, integrated service delivery.</li> </ul> <p>People Management</p> <ul style="list-style-type: none"> <li>• May manage a team operating in a well defined specialist area and organise deployment of staff and work and/or appropriate support for service users.</li> <li>• Monitor and support the performance management and development of team members to ensure that individual contributions are maximised.</li> </ul> <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety &amp; Welfare: To be responsible for ensuring health &amp; safety policies, procedures and legislation are implemented, communicated and managed including making sure that health and safety responsibilities are fully understood and carried out by employees within their service area.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
<b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• Degree and/or relevant professional qualification or considerable experience of working within the service area.</li> <li>• Thorough knowledge of the service/functional area including relevant legislation, policies and procedures relating to the service area.</li> <li>• Strong customer focus and the ability to listen to and understand customer needs to ensure excellent services are provided.</li> <li>• Ability to understand and monitor budgets in accordance with financial procedures.</li> <li>• Proven written and oral communication and interpersonal skills with the ability to maintain effective working relationships at all levels.</li> <li>• Proven IT skills and able to use technology to be effective in the role.</li> <li>• Ability to prioritise and plan and make best use of personal resources in achieving performance objectives.</li> <li>• Ability to manage a range of projects through to completion.</li> <li>• Able to lead team working, and use supervision to improve personal performance and practice of junior staff.</li> </ul>
<b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b>	<ul style="list-style-type: none"> <li>• Strong understanding of digital and contemporary music-making, including genres such as electronic, pop, rock, jazz, hip-hop, R&amp;B, folk/world, DJing, and fusion styles, and how these styles engage and inspire young people.</li> <li>• Awareness of digital music tools and platforms, including DAWs (e.g. Logic, Ableton), live looping, DJing, recording, and sampling, with the ability to lead and manage teams who specialise in these areas.</li> <li>• Demonstrated commitment to inclusive practice, with experience creating accessible music pathways for young people with SEND, neurodivergent learners, and those facing participation barriers.</li> <li>• Understanding of youth voice, co-creation, and culturally relevant pedagogy as key drivers of participation and progression in music.</li> <li>• Experience in teaching music to school-age children—whether through instrumental/vocal teaching, digital production, or classroom delivery and a good working knowledge of current music education frameworks and priorities.</li> <li>• Proven ability to build partnerships with schools, youth organisations, community groups, and external bodies (e.g. higher education, music industry) to co-create innovative music projects and progression opportunities.</li> <li>• Experience of supporting and ideally training colleagues or class teachers in delivering digital or contemporary music provision, or in inclusive music practice.</li> <li>• Excellent communication and interpersonal skills, with a collaborative, proactive, and approachable style suited to working</li> </ul>

<b>Role Summary</b>	Roles at this level lead and manage the work of a team providing an operational service to enable customers to make informed use of the service, facility, or to obtain information or entitlement, or providing services in the community to standards and budgets. Alternatively they may be an experienced professional/specialist leading on a project to promote a community/cultural activity. They will plan and ensure progress within established procedures and policy, and respond effectively to changing priorities and different situations. They will work closely with customers, staff, partners, agencies and/or contractors and have a primary role ensuring their services achieve the agreed service standards in a cost effective way and improving service delivery. These roles will contribute to the development and achievement of their area's business plan. They will work largely autonomously with access to guidance from more experienced professionals.
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