Role Profile

Part A - Grade & Structure Information

Job Family Code	8BF	Role Title	Music Resources Lead
Grade	PS8	Reports to (role title)	Operations and Finance Senior Lead
		Directorate/School	Resources
JE Band	269-313	Service/Department	Surrey Arts
		Date Role Profile was created	Nov-24

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.

Role Purpose including key outputs	To manage the service's music resources, including instruments, equipment, and music ensuring effective systems and polices are in place for storage, stock management, audit and timely hire of music resources to stakeholders.
Work Context	Surrey Arts is part of SCC's Cultural Services team which sits within the Resources directorate. The post will be part of the Surrey Arts Business Operations Unit, which is dedicated to carrying out business and operational functions to support the service in delivering art projects and music education services. The postholder will need to work in a flexible and supportive manner with both Surrey Arts staff and colleagues in other council departments/teams.
	Surrey Arts aims to increase people's interest and particpation in the arts throughout Surrey. In partnership with other organisations, Surrey Arts offers support, tuition and advice to people the following areas: music; singing, choirs and vocal groups; drama; dance; visual and performing arts.
	The office for Surrey Arts is The Pines, located in Guildford. The role is venue centric and as such, the postholder will need to work predominately at The Pines. Travel throughout the county may be required and the postholder may need to undertake occasional evening/weekend working, which is planned in advance.
Line management responsibility if applicable	Line management of staff assisting with music resource administration and instrument repair. Supervision of volunteers.
Budget responsibility if applicable	Responsibile for project budgets only. No formal budget management responsibility

Accountabilities		
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qualifications and/or and digital instruments, equipment and sheet music. Experience of stock management, digital inventory systems and		
experience if required instrument maintenance including undertaking lower level repairs, and identifying when specialist repair is required. An for the role in line understanding or willingness to learn cataloguing music / maintaining a music library.		
with the above		and containing of mininghood to fourt outdrogaing music / maintaining a music library.
	description	
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Role Summary	Roles at this level may manage a straightforward operational activity or small team, provide specialist support services or they may be in the second year of a professional career development role. They have in-depth knowledge of methods, systems and procedures and possess practical understanding in one or more disciplines, for example finance, HR, communications, facilities, procurement. They are often process 'experts' seeking to deliver maximum efficiency within a defined process. A thorough knowledge of their own area or discipline is required although overall supervision from a more experienced professional is in place. They work collaboratively with customers, staff, partner organisations, agencies and/or contractors and play a major role in maintaining quality standards and/or engaging in project management.
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Page 3