

Role Profile

Part A - Grade & Structure Information

Job Family Code	10PE	Role Title	Area Manager
Grade	PS10	Reports to (role title)	Teaching & Learning Manager
		Directorate / School	Legal, Democratic & Cultural Services
JE Band	371-438	Service / Department	Cultural Services / Surrey Arts
		Date Role Profile was created	May 21

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	<p>Create and lead music education activity within a defined geographical area, ensuring local demand is met.</p> <p>Seek business development opportunities within geographical area.</p> <p>Undertake limited teaching, particularly where required to cover gaps or to establish new teaching.</p> <p>Establish and manage a Music Centre in each area to at least the minimum specification defined by Surrey Arts.</p> <p>Seek to establish satellite Centres where need exists, either in partnership with local providers or with Surrey Arts as the lead.</p> <p>Build relationships with key stakeholders and partners including schools, colleges, PRUs, Early Years settings and local charities, community organisations and providers.</p> <p>Plan and co-design future services with residents and deliver programmes with partners to expand the range of experiences and opportunities for music and arts participation across Surrey Arts Centres.</p> <p>Act as the Designated Safeguarding Lead for Music Centre sessions.</p> <p>Promote High quality learning and genuinely musical outcomes.</p> <p>Recruit students to the Music Centre.</p> <p>Identify local needs through Youth Voice and wider consultation, taking into consideration historic demand, existing local strengths and provision, and local communities (including isolated groups, minorities and hard-to-reach).</p> <p>Carry out quality assurance observations of instrumental and vocal teachers.</p> <p>Look after one or more service-wide areas of responsibility, working with colleagues to ensure its impact across the whole organisation.</p> <p>Explicitly and visibly advocate principles of Equality, Diversity and Inclusion as fundamental to all service development and delivery and to support colleagues to do the same.</p>
Work Context	<p>The role holder will have access to The Pines, Guildford but will mostly work within their area. If their home is not suitable as a base, Surrey Arts will arrange a regular place for the role holder to work from.</p> <p>The role holder will be required to travel throughout the area and sometimes into other parts of Surrey.</p> <p>Regular evening and weekend working will be required, predominantly to an established pattern or for planned events. Time Off in Lieu will be granted. Posts at this level are not usually eligible for overtime payments.</p>
Line management responsibility if applicable	Responsible for a Deputy Area Manager, a Team Support Teacher and for managing some of the area teacher team (around 12 teachers).
Budget responsibility if applicable	Responsible for generating in excess of £400k in traded income from schools and the Music Centre(s). Additional project grants.
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Service Development</p> <ul style="list-style-type: none"> Contribute to the development and achievement of business plans to develop and implement agreed strategy. Promote and manage the delivery of the service to meet the needs of the public. <p>Planning & Organising</p> <ul style="list-style-type: none"> Manage the planning and delivery of the programme of work/workloads within their area of responsibility to achieve a quality service, and ensure any technical and statutory requirements are met. <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> Analyse and make recommendations for improvement or development of existing systems, processes or policy to support decision making. <p>Finance/Resource Management</p> <ul style="list-style-type: none"> Assist with budget/resource/funding management in accordance with the organisation's policies and procedures, and may have revenue generation targets. <p>Work with others</p> <ul style="list-style-type: none"> 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. <p>People Management</p> <ul style="list-style-type: none"> Manage an operational team or specialised function, and organise deployment of staff and work and/or appropriate support for service users. Monitor and support the performance management and development of team members, using a coaching approach, to ensure that individual contributions are maximised. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To be responsible for ensuring health & 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>
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none"> Degree and/or relevant professional qualification and experience, or considerable experience of working within the service area. Thorough knowledge of the service/functional area. Strong customer focus and the ability to listen to and understand customer needs to ensure excellent services are provided. Ability to understand and monitor budgets in accordance with financial procedures. Proven written and oral communication and interpersonal skills with and the ability to create and maintain effective working relationships at all levels. Proven IT skills and able to use technology to be effective in the role. Ability to prioritise and plan and make best use of personal and project resources in achieving performance objectives. Ability to manage a range of complex or high profile projects through to completion. Experience in successful recruiting, managing, coaching and developing of staff.
Details of the specific qualifications and/or experience if required for the role in line with the above description	<p>Diploma or degree level skills on the role holder's first study, regardless of genre (although a formal qualification is not required).</p> <p>Demonstrable success as an instrumental or vocal teacher in any genre.</p> <p>A drive to ensure high quality musical outcomes for students.</p> <p>Experience of working with diverse groups of young people and/or programmes addressing inequality.</p> <p>Ability to think strategically and build innovative programmes across a large geographical region.</p> <p>Integrity and credibility to represent Surrey Arts and build relationships with headteachers, school business managers, heads of music and both specialist and non-specialist primary teachers.</p> <p>Drive and energy to create new activity and see it become operational.</p> <p>Competent literacy, numeracy IT and music technology skills.</p> <p>Commitment to interdependent working, strong communication skills and an open, friendly approach to liaising with different types of people.</p> <p>Understanding of data collection and evaluating delivery.</p> <p>A strong commitment to personal CPD, including broader aspects such as leadership, management, and mentoring/coaching skills.</p> <p>Enhanced DBS clearance.</p>
Role Summary	Roles at this level lead and manage the work of larger teams providing an operational service to enable customers to make informed use of the service, facility, or to obtain information or entertainment, or providing services in the community to standards and budgets. Alternatively they may be an experienced professional/specialist leading the implementation of strategy in a particular area. 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 and to longer-term development. They will work largely autonomously with access to guidance from more experienced professionals.
Reference Number	BM-2021-510