

Role Profile

Part A - Grade & Structure Information

Job Family Code	9BF	Role Title	Autism Resource Development Lead
Grade	PS9	Reports to (role title)	All Age Autism Service Manager
		Directorate/School	Children's Commissioning - Children, Families, Lifelong Learning and Communities
JE Band	314-370	Service/Department	Education and Lifelong Learning
		Date Role Profile was created	Jun-25

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>To create and develop a range of co-produced sustainable resources with a range of internal and external partners and stakeholders putting the voice of lived experience at the centre. Resources will be aligned with the principles and ethos of the Surrey County Council All Age Autism Strategy</p> <p>Coordinate and support the facilitation of a range of service user led and service user involvement-focused groups and projects, ensuring relevant feedback is given to those providing views, to promote service user rights and their voice in service development.</p> <p>Support and encourage current and previous service users of services to be involved in wider participation activities locally, regionally and nationally to support service user advocacy and rights.</p> <p>Work in a user-focused, inclusive way and champion the rights of children and young people to have their views heard and taken into account in line with relevant human rights conventions.</p> <p>Analyse and share intelligence gained from user participation activity with service management and other relevant groups, and support 'standalone' processes, for example surveys and questionnaires, to promote the sharing of learning across the organisation, other agencies and relevant organisations.</p>
Work Context	<p>The Autism Resource Development Lead will be part of the All Age Autism Team which sits in Children's Commissioning Early Years, Education, Additional Needs & Disabilities Team in the CFLL Commissioning for Transformation service.</p> <p>The Autism Resource Development Lead will work with a range of partners including people with lived experience and parent carers to coproduce resources for the All Age Autism Strategy.</p>
Line management responsibility if applicable	N/A
Budget responsibility if applicable	Monitor and advise on budget expenditure.

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 in their work area 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"> •Plan workloads and secure resources to enable the team/s to achieve a quality service. •Lead projects and reviews within a defined area of work as directed by their manager to promote engagement with the service area. <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> •Ensure processes and systems are in place to monitor and review service delivery and achievement of agreed objectives. <p>Finance/Resource Management</p> <ul style="list-style-type: none"> •Monitor and advise on budget expenditure in accordance with the council policies and procedures. •May manage external suppliers and contracts. <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"> •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. •Monitor and support the performance management and development of team members 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 maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p>
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none"> •Degree and/or relevant professional qualification or considerable experience of working within the service area. •Thorough knowledge of the service/functional area including relevant legislation, policies and procedures relating to the service 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 the ability to 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 resources in achieving performance objectives. •Ability to manage a range of projects through to completion. •Able to lead team working, and use supervision to improve personal performance and practice of junior staff.
Details of the specific qualifications and/or experience if required for the role in line with the above description	<p>Knowledge of the National Strategy for autistic children, young people and adults.</p> <p>Knowledge of safeguarding procedures.</p> <p>Knowledge of child development and of how children and young people communicate. Ability to challenge, and to be challenged as part of representing and advocating the rights of users.</p> <p>Skills in engaging and empowering children and young people to express their views. Excellent organisation and planning skills.</p> <p>Ability to network and work in partnership with young people, professionals and other organisations</p> <p>Experience of working directly with children and young people. Enhanced DBS Clearance.</p> <p>Willingness and ability to travel around county and work outside normal office hours.</p>
Role Summary	<p>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.</p>
Reference Number	BM-2025-250