

# Role Profile

## Part A - Grade & Structure Information

<b>Job Family Code</b>	<b>9PE</b>	<b>Role Title</b>	<b>Vocal Development Lead</b>
<b>Grade</b>	PS9	<b>Reports to (role title)</b>	<b>Curriculum &amp; CEP Manager</b>
		<b>Directorate / School</b>	<b>Legal, Democratic &amp; Cultural Services</b>
<b>JE Band</b>	314-370	<b>Service / Department</b>	<b>Cultural Services / Surrey Arts</b>
		<b>Date Role Profile was created</b>	<b>May-21</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>Develop and deliver a rich and diverse vocal strategy for the Music Education Hub in consultation with SLT and stakeholders and monitor and report on its delivery.</p> <p>Undertake limited teaching, where required, to establish new activity, model best practice and cover staff absence.</p> <p>Provide technical advice and support for vocal teachers.</p> <p>Liaise with SLT and the management team on vocal provision to support progression routes, that meet the needs of our diverse community.</p> <p>Seek opportunities to engage wider audiences with singing across the Surrey community.</p> <p>Deliver a programme of CPD to support the school workforce and to drive improvement in standards.</p> <p>Manage large scale performing opportunities which celebrating singing.</p> <p>Identify and develop partnerships, including with schools, around the county in collaboration with Surrey Arts Managers to enhance the Hub's vocal programme.</p> <p>Promote Equality, Diversity and Inclusion principles in all vocal work, including genre and repertoire choices and in encouraging singing leaders from diverse backgrounds into the team.</p>
<b>Work Context</b>	<p>The role is based at The Pines, Guildford but remote working is supported.</p> <p>The role holder will travel extensively throughout Surrey to establish, monitor and manage the vocal programme.</p> <p>Some evening and weekend working may 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>
<b>Line management responsibility</b> if applicable	The role is only responsible for directing staff and amateurs. No direct line management.
<b>Budget responsibility</b> if applicable	Responsibility for project budgets only
<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.</p>

	<p>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>	<p>Demonstrable success as a vocal tutor, singing leader, animateur or choir leader in any vocal genre or tradition, including within school settings.</p> <p>Experience of delivering vocal CPD or training to a range of audiences.</p> <p>Ability to think strategically and build innovative programmes across a large geographical region.</p> <p>An understanding of musical progression routes to meet the needs of our diverse community.</p> <p>Track record of creating activity and building partnerships, including with external partners.</p> <p>Experience of working with diverse groups of young people and/or programmes addressing inequality</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>
<b>Role Summary</b>	<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>
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