

Glasgow City Council
Role Profile Description

Date	May 2006
Family	Social Renewal, Learning and People Development
Role profile Level Number	4
Reporting line (general)	
Purpose	
To assess the needs and develop capacity of individual and groups of people.	
Work area statement	
Action	End Result
Service needs analysis	
Produce development programmes for the target audience and monitor their effectiveness.	<ul style="list-style-type: none"> • A programme of learning and development is delivered to a group or individual • Standards are maintained and improved • Actions are taken to correct deficiencies
Development and Design	
Formulate and design development programmes that reflect the needs of individuals and the community.	<ul style="list-style-type: none"> • The requirements of individual communities or groups are met in the available programmes. • Programmes are well informed and reflect good practice
Implementation	
Control the implementation of assigned programmes/activities.	<ul style="list-style-type: none"> • Programmes are delivered to the required structure, standards and timescale. • Quality assurance reviews • Improvements are identified and implemented
Training	
Assist the development of skills and capacity of others involved in delivering activities and programmes.	<ul style="list-style-type: none"> • The capacity to deliver the scheduled programmes and activities is improved
Programme Planning	
Co-ordinate delivery and implementation of the assigned programmes.	<ul style="list-style-type: none"> • Resources are organised and used effectively • Team work and joint understanding to assure effectiveness and efficiency of programme delivery

Nature of contacts and relationship (who and the nature of the communications)		
Working with community and voluntary groups, internal and external partners to deliver development services.		
Working Environment Context (disruption, physical, disagreeable, health and safety aspects)		
Working in a Council establishment/activity centre. May be required to work with difficult or complex groups.		
Procedural Context (creativity, discretion, impact)		
Will develop client action plans, and undertake needs analysis generally working with individual or small group of clients. Some autonomy in developing responses in an assigned area which best meet the needs of individual groups.		
Key facts and figure ranges (include likely size of any team managed)		
May oversee colleagues to support the maintenance of quality and assist in personal development. No formal management or budget responsibilities.		
Skills, knowledge and qualifications		
Formal qualifications required. Essential and generally preferred		
Qualified and experienced in the relevant work area.		
Work knowledge		
Practical competence may be essential in a complex vocational area		
Work skills and equipment operated		
IT competent. Ability to use equipment relevant to the work area (sports, workshop, outdoor).		
Key Competency Requirement		
	Competency	Level
1	Attitude	1
2	Self Development	2
3	Influencing	2
4	Motivation	2
5	Customer Orientation	1
6		
7		
8		