

CABINET ASSOCIATE

Purpose

- To provide support and assistance to the Cabinet.
- To contribute effectively towards the strategic direction of the Council.
- To assist Cabinet Members with the effective leadership of their portfolios.

Specific Tasks

- To assist, support and advise the relevant Cabinet Member(s) in the exercise of his or her responsibilities.
- To champion specific themes and/or county priorities, as directed by the Leader.
- To carry out particular tasks as agreed with the Cabinet Member from time to time.
- To attend public and private meetings of the Cabinet as an observer where appropriate and, in the absence of the Cabinet Member, to propose motions and speak (but not to vote).
- In the absence of the Cabinet Member, to answer questions and speak at meetings of the Council on matters relating to the allocated portfolio area(s).
- To substitute for Cabinet Members at appropriate meetings and briefings.
- To attend select and local committee meetings on behalf of the Cabinet Members for items matters relating to the allocated portfolio area(s).
- To lead on the development of policy proposals.
- To advise the Cabinet Member on decisions to be taken.
- To represent the Council and Cabinet Member(s) at external meetings as appropriate.
- To chair relevant Advisory Boards, as appropriate.
- To handle media interviews and enquiries on behalf of the Cabinet Member(s) in his/her absence.

Personal Attributes

- Committed to the role and public service
- Standards – acts in keeping with the responsibilities of the role and upholds the Council's Code of Conduct, Constitution and ethical standards
- Committed to and demonstrates the County Council's Values:
 - Listen
 - Responsible
 - Trust
 - Respect
- Thinks Surrey-wide, taking into account local needs
- Committed to equal opportunities and values diversity
- Works in partnership
- Seeks continuous personal development
- Is an advocate of the County Council and Surrey
- Supports transparency in decision-making processes
- Approachable, empathetic and understanding
- Makes clear decisions

Skills/Knowledge

- Good communication and interpersonal skills
- Ability to analyse and grasp complex issues
- An understanding of national and local government statutory and financial frameworks
- An understanding of the Council, including the economic and social situation within Surrey
- The ability to understand the Council's budget especially in respect of the relevant portfolio
- Leadership and chairing skills
- Political knowledge and awareness
- Ability to influence and work constructively with Members, officers, the public and outside organisations
- Ability to build and work as part of an effective team

NOTE: The above responsibilities are in addition to the Member's role as a County Councillor (see separate job profile.)