

Deputy Cabinet Member

(This role profile identifies responsibilities for the Deputy Cabinet Members that are in addition to those of a County Councillor)

Purpose:

- To provide support and assistance to the Cabinet.
- To contribute effectively towards the strategic direction of the Council.
- To have oversight of current business delivery (performance and budget monitoring) and inform and escalate to Cabinet Members as appropriate.
- To provide practical assistance to Cabinet Members to enable them to deliver effective leadership of their portfolios.

Key Duties and Responsibilities

1. To assist, support and advise the relevant Cabinet Member(s) in the exercise of his or her responsibilities.
2. To oversee a specific area or areas of responsibility within a Cabinet portfolio at the request of the relevant Cabinet Member and/or Leader.
3. To carry out tasks as agreed on behalf of the relevant Cabinet Member but not to make any formal decisions.
4. To attend Cabinet, and report to Cabinet, in the absence of the relevant Cabinet Member but Deputies cannot vote.
5. 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).
6. To substitute for Cabinet Members at meetings, briefings and events as appropriate.
7. To handle media interviews and enquiries on behalf of the Cabinet Member(s) in his/her absence.
8. To provide leadership to the Council and its political administration.

Key Personal Attributes, Skills and Knowledge

- Leadership skills.
- The ability to work as part of an effective team.
- A good understanding of the Council, and the ability to develop an excellent understanding of their relevant portfolio.
- An understanding of the Council budget, particularly that of the relevant portfolio.
- Political knowledge and awareness.
- The ability to work effectively with Council officers, the public, the media and outside organisations.

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