

Deputy Cabinet Member

Purpose:

- To support the Cabinet Members within their designated portfolio area (People, Place, Organisation)
- To take a lead on agreed projects on behalf of the Cabinet that contribute towards the overall objectives of the portfolio area they are assigned
- Enhance the capacity and capability of the political leadership of the council

Key Duties and Responsibilities:

- a) Provide support and assistance to a specific Cabinet portfolio area (People, Place or Organisation);
- b) Act as a deputy for assigned Cabinet Members on an ad hoc basis – attending meetings and completing tasks as requested;
- c) Provide additional capacity and leadership to support the overall portfolio, leading on designated policy areas and projects with cross-cutting impact;
- d) Take responsibility for the direction of key projects or policy areas, as requested by the appropriate Cabinet Member, and report on progress;
- e) Develop a broad understanding and knowledge of the relevant portfolio area;
- f) Contribute to informal Cabinet discussions, providing input and challenge that assists with effective policy development and decision making.

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
- The flexibility and capacity to take on work on behalf on the Cabinet – it is estimated that this role will be the equivalent of approximately two days a week

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