

Assistant Cabinet Member

Job Purpose

To provide an opportunity to experience at close hand Cabinet duties and responsibilities and to develop skills in relation to a potential future Cabinet role.

Roles and Responsibilities

1. To shadow the relevant Cabinet Member at formal internal and external meetings.
2. To accompany the Cabinet member when undertaking his / her responsibilities and at relevant officer briefings.
3. To undertake specific projects, tasks, research and investigations as agreed with the relevant Cabinet Member.
4. To keep abreast of current policy and development initiatives and meet regularly with Cabinet Member to discuss.
5. To carry out any other appropriate duties as agreed with the relevant Cabinet Member.

Person Specification

The Assistant Cabinet Member will be able to demonstrate, or have, following development, the potential to demonstrate:

Learning

- Positive attitude to continual learning
- Capacity to undertake additional learning beyond the standard development required of a frontline Councillor

Leadership

- An understanding of the Council's strategy, policies and operations
- Ability to demonstrate Adaptive Leadership Skills

Problem Solving

- Creative and lateral thinking skills
- The ability to exercise awareness and judgement
- An ability to recognise the consequences and likely impact of policies, actions and decisions.

Communication

- The ability to present to others
- Media and public speaking skills
- Negotiation and brokerage skills
- Knowledge of relevant issues surrounding decision making
- The ability to persuade others

Representation

- Take an active part in meetings and decisions
- The ability to constructively challenge decisions and suggest alternatives
- The knowledge, confidence and ability to contribute to discussion and resolution of cross cutting and collective issues
- Leading partnerships and community leadership