

## **WILTSHIRE COUNCIL**

### **JOB DESCRIPTION AND PERSON SPECIFICATION**

#### **INDEPENDENT PERSON APPOINTED UNDER SECTION 28(7) LOCALISM ACT 2012**

##### **Job Purpose**

To undertake the statutory role of the Independent Person appointed under section 28(6) of the Localism Act 2011 and to assist the Council generally in discharging its duty to promote and maintain high standards of conduct by members and co-opted members of Wiltshire Council.

##### **Contacts**

- Elected and co-opted members of Wiltshire Council and of Parish, Town and City Councils in Wiltshire
- Wiltshire Council officers
- Members of the Public

##### **Key tasks**

- Advising the Monitoring Officer in connection with the initial assessment of member misconduct complaints in accordance with the Council's arrangements made under section 28(6) of the Localism Act 2011.
- Advising the Hearing Sub-Committee in connection with the determination of member misconduct complaints in accordance with the Council's arrangements made under section 28(6) of the Localism Act 2011.
- Advising elected and co-opted members of Wiltshire Council and of Parish, Town and City Councils in Wiltshire in connection with complaints made against them under their Code of Conduct.
- Advising and assisting Wiltshire Council in discharging its duty to promote and maintain high standards of conduct by members and co-opted members of Wiltshire Council.

##### **Equal Opportunities**

The Independent Person is obliged to demonstrate and promote a commitment to the Council's equality and diversity policies.

## **Person specification**

- The post holder must have personal integrity and a commitment to equal opportunities.
- They must be fair and able to take an objective view of sometimes emotive situations.
- They must act with independence and tenacity, and demonstrate skills of persuasion and influence.
- They must be able to exercise sound judgement, and must be able to analyse and solve complex problems.
- They must be able to express their ideas and point of view effectively, while being an excellent listener.
- They must have excellent inter-personal skills.