

## **JOB DESCRIPTION – UNITARY COUNCILLOR**

**(NB: This is the role which all councillors will be expected to perform. Members may have additional regulatory, licensing or scrutiny responsibilities or through being a member of the Cabinet – there will be specific job descriptions drawn up for these roles)**

**There are core roles for a new unitary councillor:-**

### **1. To be the Champion for your electoral division**

To represent your constituents and to act as the pivotal link between the Council and local people.

To identify and help to resolve local concerns, delivering outcomes for local people.

To act as an advocate of both the council and the community that you represent.

### **2. To be the community leader**

To engage with the community, to canvass opinion and to look for new ways of representing your constituents

To keep up-to-date with local concerns by drawing information from diverse sources, including hard to reach groups

To mediate fairly and constructively between people and groups with conflicting needs and reconciling competing views and interests.

To create effective partnerships with all sections of the community and ensure their participation in decision-making.

To work with partners to build strong and cohesive communities with a long term vision and direction.

### **3. Keeping in touch with their constituents**

To regularly inform and communicate with their community using newsletters, emails, phone or local media and through local surgeries and meetings.

To create opportunities to communicate with different sectors, including vulnerable and hard to reach groups.

To provide regular feedback to people, keeping them informed and managing expectations

#### **4. Within the Council**

To contribute as a member of the Council to the decision making processes and by approving its key policies and budgets.

Through membership of a Community Area Board

- to influence and shape local services;
- to monitor the performance of local public services and ensure that those services are held to account for that performance;
- to provide for more effective working locally between partners and improve local governance;
- to act as the single focus for consultation and discussion of local issues.

To comply with the Council's code of conduct and other key protocols set out within the Constitution and to maintain the highest standards of conduct and ethics in the performance of your duties.

To act as a "corporate parent" for children in the care of the authority.

To commit to continuing learning and development.

### **PERSON SPECIFICATION**

**To fulfil his or her role as laid out in the job description, an effective unitary councillor requires the following:**

#### **To be the Champion for your electoral division**

- Interpersonal skills
- Good advocacy skills
- Good knowledge of current issues for residents of the division
- Listening skills

#### **To be the community leader**

- Integrity and the ability to set aside own views and act impartially
- The ability to present relevant and well reasoned arguments
- Good communication skills
- Good mediation and conflict resolution skills

- Knowledge of how to foster and maintain strong working relationships and partnerships across all sections of the community

### **Keeping in touch with their constituents**

- Good public speaking skills
- Good presentation skills
- The ability to persuade others and act with integrity
- Good awareness and application of equality and diversity issues

### **Within the Council**

- An understanding of the roles of officers, members and different agencies
- Good knowledge of local government finance, budgeting and performance management
- Respect for, and desire to work with, different groups and individuals
- Have knowledge and understanding of the Code of Conduct and Member/Officer Protocol
- A knowledge and commitment to the values of the Council
- A knowledge of Community Area Boards
- Knowledge and understanding of meetings law, rules and conventions
- An understanding of strategic, policy and service contexts for decisions
- The ability to challenge ideas and contribute positively to policy development
- The knowledge and confidence to apply due scrutiny to decisions
- An ability to assess personal and role development needs
- Desire and skills to participate in development