

**ESSEX COUNTY COUNCIL – MODEL JOB DESCRIPTION FOR DEPUTIES TO CABINET MEMBERS**

**Purpose**

To assist and work with the designated Cabinet Member with their responsibility for allocated portfolios.

**Duties and Responsibilities**

1. To assist the designated Cabinet Member in shaping and developing the strategic priorities of the Council as it relates to the allocated portfolio.
2. To assist the designated Cabinet Member in monitoring performance in specified areas relating to the allocated portfolio.
3. Where appropriate and where permissible under the Council's Constitution to represent the designated Cabinet Member at meetings or visits.

**Skills Required**

1. Good communication and interpersonal skills.
2. To have the ability to analyse and grasp complex issues interpreting performance information.
3. A good understanding of how local, national and European government operates, including the statutory and financial frameworks as they relate to the allocated portfolio.
4. A clear understanding of the operation of the Council, including the economic and social situation within Essex.
5. The ability to chair meetings and facilitate open discussion.

NOTE: The above duties and responsibilities are in addition to the member's role as a Councillor (see separate job profile).