

MEMBER ROLE ACCOUNTABILITY STATEMENT

Role Title: Deputy Leader

Responsible to: Leader of Council, Executive and the Council

Contact with: Members, Officers, media, external organisations and representatives, Members of Parliament and community, other Councillors.

Principal Accountabilities:

- (a) To assist the Leader of the Council in the formal processes and matters of leadership of the authority (specifically set out in the Role Profile of the Leader of the Council).
- (b) To work with the Leader of the Council on the budget and policy development.
- (c) To ensure that appropriate developmental steps are taken to equip them with the knowledge and skills to carry out the role of the Leader when called upon.
- (d) To deputise for the Leader in his/her absence and undertake the above mentioned duties set out in the Role Profile for the Leader of the Council.
- (e) To exercise powers delegated by the Leader in relation to the nominated portfolio area, within the scheme of delegation operated by the Council.
- (f) To serve on non-executive Committees, Sub-Committees, Panels, Boards and Working Groups as appointed.
- (g) To be responsible for personal development and undergo appropriate development and continuous improvement for any role undertaken.

Leadership Skills

- Advanced leadership skills.
- Ability to develop a vision for the District and drive the Council and its partners towards achieving that vision.
- Advanced 'ambassadorial' skills (to be able to represent the Council both within and outside the Council, particularly at the sub-regional, regional and national level).
- Ability to lead the Council towards continuous improvement.
- Ability to provide political leadership for their Group.
- Ability to, when necessary, discipline members of their political Group.

Chairing Skills

- Advanced chairing skills.

Organisational Skills and Personal Effectiveness

- Ability to plan and prioritise the business of Council, Cabinet and its committees (having regard to the terms of reference and the key challenges facing the Council).

Knowledge

- A detailed understanding of the strategic role of the Leader of the Council.
- Detailed understanding of the legally defined role of the Chief Executive and other senior officers.
- Detailed knowledge of the work of national, regional and sub-regional bodies and the role of the Leader and Council within them.
- Detailed understanding of the national policy framework and its impact on local policy development.
- Detailed knowledge of the role of local partners and the services they deliver.
- Detailed understanding of the Council's Constitution, Code of Conduct, budget and audit processes and key internal policies.
- Understanding of the relationship between national policies and local political leadership.

Communication Skills

- Ability to facilitate effective communication within and across the Council and to ensure the community are able to engage in the Council's decision making processes.
- Advanced skills in working with the media and an ability to identify when additional support from public relations specialists is required, to ensure the Council is positively represented.
- Advanced listening and questioning skills.
- Advanced presentation skills.
- Advanced public speaking skills.

Team Working & Relationship Building

- Tact and diplomacy to be able to work across the full range of Council services, partners and political groups, to the benefit of the District.
- Ability to build effective relationships with other parts of the political management structure e.g. Full Council, Overview and Scrutiny, and other political Groups.
- Political sensitivity to be able to address difficult issues across all Groups.

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| <ul style="list-style-type: none">• Understanding of the wider, national issues facing Councillors and the practical implications for Epping Forest District Councillors.• An understanding of project management principles. |
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Date: October 2009

Note: This Role Accountability Statement is issued as a guide to the duties of this position. It may be varied from time to time to meet new working requirements.