

**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**

**Basic**

1. To show good communication and interpersonal skills.
2. To show the ability to analyse and grasp complex issues.

**Developmental**

3. To develop a good understanding of how local and national government operates.
4. To develop a clear understanding of the operation of the Council and ability to contribute to the work of the Cabinet generally.
5. To develop skills in chairing meetings and facilitating open discussion.