



Role Profile – Political Deputy Leader of the Council

Main purpose(s) of the role:

1. To sustain the coalition between the political groups and collectively pay a leadership role on behalf of their respective groups.
2. Working with the Leader and other Political Deputy Leader collectively to provide joint and continuous leadership for the Council for the next four years.

Key relationships:

1. The Leader of the Council.
2. Political Deputy Leader
3. Cabinet Members.
4. Other Councillors in their political group.
5. Other Councillors.
6. The Chief Executive.
7. The Council's Extended Leadership Team.
8. Members of Parliament for their area and those with responsibility for issues in which the Council has a specific interest.
9. The public and outside organisations.
10. Local media.

Key activities and responsibilities

1. To provide collective leadership of the Council in the formal processes and matters of leadership of the authority.
2. To work collectively with the Leader on the budget and policy development.
3. To ensure that they have undertaken the appropriate training to be able to carry out the role of Leader when necessary.
4. To hold a seat on the Cabinet, in a role determined by the Leader.

Key skills and knowledge:

Skills:

1. Advanced leadership skills
 - a. The ability to provide political leadership for their group.
 - b. Advanced ambassadorial skills – the ability to represent the Council within the authority, as well as outside of it at a sub-regional, regional and national level.
 - c. The ability to lead the Council towards continuous improvement.
2. Political understanding
 - a. The ability to develop a vision for the Council and to drive the Council and its partners towards achieving that vision.
 - b. The ability to discipline Members of their political group where necessary.

3. Regulating and monitoring
 - a. Advanced chairing skills.
 - b. The ability to plan and prioritise the business of Council, Cabinet and Committees with regard to their terms of reference and the key challenges facing the Council.
4. Communication skills
 - a. The ability to facilitate effective communication within and across the Council and to ensure that the community can engage in the Council's decision-making processes.
 - b. An advanced ability to work with the media and to identify when additional support from public relations specialists is required, to ensure that the Council is represented in a positive light.
 - c. Advanced listening and questioning skills.
 - d. Advanced presentation skills.
 - e. Advanced public speaking skills.
5. Partnership working
 - a. The ability to use tact and diplomacy to work across the full range of Council services, partners and political groups, to the benefit of the community.
 - b. The ability to build effective relationships with other parts of the political management and decision-making structure, e.g. full Council, the Overview and Scrutiny Committees, and other political groups.
 - c. The ability to address difficult issues across all political groups in a politically sensitive manner.

Knowledge:

- A detailed understanding of the strategic role of the Leader of the Council.
- A 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 the Council within them.
- A detailed understanding of the national policy framework and its impact of local policy development.
- Detailed knowledge of the role of local partners and the services they deliver.
- A detailed understanding of the Council's Constitution, Code of Conduct, budget and audit processes and key internal policies.
- An understanding of the relationship between national politics and local political leadership.
- An understanding of the wider, national issues facing Councillors and the practical implications for the Council's own Councillors.
- An understanding of project management principles.

Estimated average weekly time spent on the role: