

**ELECTED
MEMBER
ROLE
PROFILES**

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INTRODUCTION

Welcome to Medway Council's Elected Member Role profiles. These have been designed in order to provide a clear outline of the various roles that members undertake.

The profiles have been developed by the Member Development Advisory Group to help members identify any learning and development needs they have, and to assist the Learning and Organisational Development team to provide the right training to the right members.

As the role of the elected member is constantly changing, it has been agreed that these role profiles will be reviewed every two years to ensure they are still relevant and that they describe fully the breadth of work being done.

We hope you find them informative.

Councillor Janice Bamber
Chairman of the Member Development Advisory Group

Acknowledgements go to:

The Member Development Advisory Group: Councillors Janice Bamber, Ken Bamber, David Wildey, Tom Mason, Paul Godwin, Julie Shaw, Maureen Ruparel and Ian Burt

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Role 1: Front Line Councillor

Key duties in the following areas:

Community liaison

1. To participate constructively and effectively in the good governance of the Council, Medway as a whole and your local area.
2. To act in a manner which promotes the best interests of Medway, its residents and those who work in Medway.
3. To collectively be the council's policy makers and carry out a number of strategic and corporate leadership functions.
4. To deal effectively with the concerns of local residents on issues pertaining to the Council and its partners.
5. To represent the interests of the ward for which elected and their communities
6. To bring the views of the community into the council's decision making processes and to be the advocate of their communities.
7. To participate effectively in all relevant consultative processes with the local community and with other organisations.
8. To ensure effective contact with community representatives and other local stakeholders as appropriate and represent their views.
9. To develop and maintain a working knowledge of the organisation's services and activities and other matters which affect and impact on the local community.

Overview and scrutiny and regulatory roles

1. To be involved in reviewing the Council's policies, budget, strategies and service delivery through the overview and scrutiny processes when you are not a Member of the Executive, with a view to assessing their effectiveness in meeting the strategic objectives of the authority and the needs of its residents. To carry out this role in relation to scrutinising partners.
2. To participate actively and effectively as a Member on any scrutiny, regulatory or other Committee/panel, assembly or forum to which the Councillor is appointed.

1. To fulfill the statutory requirements of an elected Member of a local authority and to participate in those decisions and activities reserved to the Council.
2. To develop and maintain a working knowledge of the authority's services, management arrangements, powers, duties and constraints.
3. To develop and maintain a working knowledge of the council's partners and their services e.g. the police and the NHS

Ways of working

1. To have a good understanding of the Council rules set out in the Constitution, determining how Council meetings are meant to be run.
2. To comply with the Council's Code of Conduct or such other code of conduct as the Council may from time to time adopt.
3. To comply with the Member/Officer protocol as set out in the Constitution.
4. To ensure that the principles of equality and fairness are integral to all actions and policies of the council.
5. To take part in training and development programmes to ensure that this role is undertaken as effectively as possible.
6. To make use of new technology as a means of effective communication.
7. To have a good understanding of the responsibilities elected members have as corporate parents.
8. To develop good working relationships with other members and with employees of the authority.

Skills and knowledge required

1. Good communication and interpersonal skills
2. Ability to use ICT to support their role
3. Ability to relate and deal with the public in a professional and timely manner
4. Ability to work effectively with council officers and outside organisations
5. Community Leadership skills including managing ward and case work
6. Ability to manage conflicting priorities, stress and time.
7. Understanding and appreciation of diversity and equalities issues

8. Understanding of the legislation relating to duties, obligations and rights of elected members
9. A good understanding of how local, national and European government operates, including the statutory and financial frameworks.
10. Ability to keep abreast of issues affecting local government

Key duties in the following areas:

Leadership

1. To provide effective corporate and strategic leadership and direction for the Council.
2. To lead and chair the Cabinet and ensure it's overall effectiveness.
3. To ensure effective arrangements for consultation and community planning and to lead in developing the Council's partnerships with other organisations.
4. To work with portfolio holders to consider and agree actions to ensure effective delivery of services within their portfolios against the agreed policies of the Council, and to ensure the delivery of the Executive's responsibilities.
5. To ensure that the recommendations of the Overview and Scrutiny Committees are fully considered in the formulation and development of Council policy.
6. To ensure effective communication of all Executive decisions and recommendations to Council and to the public.
7. To ensure that the Cabinet manages the business of the Council within the financial limits set by the Council.
8. To ensure Members of the Executive abide by the code of conduct and Member/Officer protocol.

Overall responsibility

1. To ensure effective governance arrangements are in place.
2. To ensure that the Executive exercises responsibility for the prudent management of the Council's affairs including Value for Money and the Council's budget.
3. To have overall responsibility for the political management of the authority, and the delivery of agreed Council priorities, strategies and policies.
4. To ensure the preparation of a forward plan, before the start of each calendar month, which sets out the details of any matters which he/she considers are likely to be the subject of a Key Decision within the next four calendar months.
5. To consider matters of urgency.

1. To be the main Member representative of the Council, with other portfolio holders as appropriate, in dealing with the community, business, voluntary sector and other local and national organisations, other than in respect of ceremonial events.
2. To ensure effective liaison with other political groups within the Council.

Decision making

1. To take collective responsibility and be accountable for decisions and recommendations reached by the Cabinet.
2. To bring to the Cabinet all matters that require a collective decision at Member level and ensuring that approved policies and strategies are implemented and delivered effectively.

Ways of working

1. To comply with the Council's Code of Conduct or such other code of conduct as the Council may from time to time adopt.
2. To comply with the Officer/Member protocols as set out in the Constitution.
3. To ensure that the principles of equality and fairness are integral to all actions and policies of the Council.
4. To take part in training and development programmes to ensure that this role is undertaken as effectively as possible.
5. To make use of new technology as a means of effective communication.
6. To work in a way that ensures the responsibilities of members as corporate parents are taken seriously.

Skills and knowledge required

1. Good communication and interpersonal skills, including negotiation skills.
2. To have the ability to analyse and grasp complex issues.
3. A good understanding of how local, national and European government operates, including the statutory and financial frameworks.
4. A clear understanding of the operation of the council, including the economic and social situation within Medway.
5. Business and financial acumen.

6. Effective leadership skills.
7. Ability to chair meetings and facilitate open discussion.
8. The ability to work effectively with council officers, the public, the media, government and regional agencies and partner organisations.
9. Ability to represent the council and its ambitions at government and regional level and in negotiations with strategic partners.
10. Appreciation of risk based decision-making.

Key duties in the following areas:**Leadership**

1. To support and deputise for the Leader of the Council in his/her executive functions.
2. To lead and chair the Cabinet and ensure its overall effectiveness in the absence of the Leader of the Council.

Community liaison

1. To support and deputise for the Leader of the Council in his/her community liaison responsibilities.
2. To support and deputise for the Leader of the Council in his/her role of ensuring effective liaison with other political groups within the Council.

Decision making

1. To take collective responsibility and be accountable for decisions and recommendations reached by the Cabinet.
2. To bring to the Cabinet all matters that require a collective decision at Member level working collaboratively and to ensure that approved policies and strategies are implemented and delivered effectively.

Ways of working

1. To comply with the Council's Code of Conduct or such other code of conduct as the Council may from time to time adopt.
2. To comply with the Member/Officer protocol as set out in the Constitution.
3. To ensure that the principles of equality and fairness are integral to all actions and policies of the Council.
4. To take part in training and development programmes to ensure that this role is undertaken as effectively as possible.
5. To make use of new technology as a means of effective communication.
6. To work in a way that ensures the responsibilities of members as corporate parents are taken seriously.

Skills and knowledge required

1. Good communication and interpersonal skills, including negotiation skills.
2. To have the ability to analyse and grasp complex issues.
3. A good understanding of how local, national and European government operates, including the statutory and financial frameworks.
4. A clear understanding of the operation of the council, including the economic and social situation within Medway.
5. Business and financial acumen.
6. Effective leadership skills.
7. Ability to chair meetings and facilitate open discussion.
8. The ability to work effectively with council officers, the public, the media, government and regional agencies and partner organisations.
9. Appreciation of risk based decision making

Key duties in the following areas:

Leadership

1. To take the lead role in:
 - preparing strategies and plans in consultation with the appropriate Director(s) for the service or corporate area within their portfolio;
 - preparing the budget to support the strategies and plans and having oversight that expenditure is contained within the budget limits as set by the Council.
 - achieving and reviewing Value for Money in the service or corporate area within their portfolio.
 - Ensuring appropriate regard is given to the community's interests and to any equalities and diversity issues
2. Within the community and all appropriate agencies and bodies, to be the principal spokesperson for the service or corporate area within their portfolio.
3. To represent the Council on Medway wide, regional and national bodies, or at events or conferences, related to the portfolio.
4. To set appropriate local performance objectives and targets for the service or corporate area within the portfolio and ensuring all Members of the Council are informed of progress.

Policy development

1. To bring forward policy issues for consideration by the Cabinet effectively and fully contributing to the Cabinet's considerations, recommendations and decisions within your portfolio and on cross-cutting issues.
2. To contribute and support partnerships to support and assist in the effective delivery of strategies and plans.
3. To contribute to the community planning process which will inform and structure the strategies and plans.
4. To engage in the Council's overview and scrutiny process and ensuring that their recommendations in relation to your portfolio are fully considered.

Decision making

1. To take collective responsibility and be accountable for decisions and recommendations reached by the Cabinet.

2. To bring to the Cabinet all matters that require a collective decision at Member level and ensuring that approved policies and strategies are implemented and delivered effectively.

Ways of working

1. To comply with the Council's Code of Conduct or such other code of conduct as the Council may from time to time adopt.
2. To comply with the Member/Officer protocol as set out in the Constitution.
3. To ensure that the principles of equality and fairness are integral to all actions and policies of the Council.
4. To take part in training and development programmes to ensure that this role is undertaken as effectively as possible.
5. To make use of new technology as a means of effective communication.
6. To work in a way that ensures the responsibilities of members as corporate parents are taken seriously.

Skills and knowledge required

1. Good communication and interpersonal skills
2. To have the ability to analyse and grasp complex issues including interpreting performance information.
3. A good understanding of how national and local government operates, including the statutory and financial frameworks.
4. A clear understanding of the operation of the council, including the economic and social situation within Medway.
5. Ability to understand the council's budget especially in respect of the relevant portfolio
6. Leadership skills.
7. The ability to work effectively with council officers, the public, the media and partner organisations.
8. Ability to work as part of a team
9. Appreciation of risk based decision making

In addition to the duties identified for all cabinet members, the lead member for Children’s Services is responsible for the following:

Leadership

1. To drive change to secure better outcomes for children and young people and promote equality of opportunity and eliminate discrimination.
2. To have political accountability for the effectiveness, availability and value for money of all Local Authority children’s services.
3. To develop the strategic direction of the Local Authority children’s services and bring leaders of partner organisations together in a shared vision

Policy development

1. Champion the cause of effective integration
2. With Director of Children’s Services develop and implement the Children and Young People’s Plan
3. Ensure monitoring, performance management and financial audit systems support the effective and efficient targeting of resources and that outcomes improve results
4. Ensure that other members of the authority take account of children’s service issues in exercising their functions
5. Work with other agencies through partnership arrangements so that services effectively improve outcomes for and address the needs of children and young people in the local area
6. Ensure children and young people, their parents and carers are able to make a real contribution to the development of services by their active involvement in service design and through seeking their feedback on the effectiveness of services

Decision making

1. Be accountable, on behalf of the executive, for Local Authority children’s services and for ensuring that they meet required standards and comply with statutory requirements
2. In relation to other partners, the Lead Member will ensure that their governing or executive bodies or boards are aware of their shared responsibility for improving outcomes and that information about the extent to which those responsibilities are being met is available

3. Ensure that there are proper governance and monitoring frameworks in place within the Local Authority, and in local partnerships with responsibility for children's services
4. Ensure effective safeguarding of children and young people and that co-ordinated action is delivering improved outcomes
5. Provide focus on safeguarding and promoting welfare of children and ensure that the authority fulfils its responsibilities to the children in its care
6. Be responsible for taking a lead for corporate parenting, ensuring that those children looked after by the Local Authority have their interests protected, their opportunities maximised, their educational achievement enhanced and their care shaped to meet their needs.

Skills and knowledge required

In addition to the skills and knowledge required for all cabinet members, the lead member for Children's Services needs to develop in relation to the following themes:

1. The Local Authority as Corporate Parent – what every corporate parent needs to understand about its Looked After Children.
2. Improving outcomes for children, young people and their communities
3. Partnership working and governance issues

Key duties in the following areas:

Leadership

1. To lead the overview and scrutiny function of the Council in the areas of responsibility determined by the Council, by engaging all members of the committee with officer support.
2. To lead on the scrutiny of budget plans, policies and strategies proposed by the Cabinet to ensure that the Council's Cabinet is effectively held to account for its decisions and performance.
3. To lead on the responses or recommendations and advice from Overview and Scrutiny to the Cabinet and Council.
4. To lead on the monitoring and review of policies, strategies and budget decisions and implementation of proposals for change to policies or practices in pursuit of the achievement of Value for Money.
5. To lead on the scrutiny of external reports on performance and any consequent proposals or recommendations to the Cabinet or the Council.
6. To lead in conjunction with the Chairman of other Overview and Scrutiny Committees on identifying cross cutting strategy issues and ensuring a corporate approach to overview and scrutiny.
7. To lead the overview and scrutiny of cross cutting issues and to encourage partners to account for their actions and decisions.
8. To initiate and develop constructive relationships with Members of the Cabinet, senior officers and partners.
9. To chair meetings ensuring open and frank discussion and ensuring members of their Committee abide by the code of conduct and Member/Officer protocol during the meetings.

Co-ordination

1. To establish, annually, a manageable programme of work for the Committee.
2. To liaise and communicate on a regular basis with relevant officers and specialists to ensure the receipt of appropriate advice to inform effective overview and scrutiny.
3. To set up mechanisms to ensure regular contact with non Cabinet Councillors, community representatives and local stakeholders to inform effective overview and scrutiny.

4. To co-ordinate with other Overview and Scrutiny Committees to share good practice, promote the work and independence of the process and further develop the overview and scrutiny role.

Policy

1. To develop policy or practice in specific areas and scrutinise the implementation of policies and strategies by the Cabinet and non Scrutiny Committees of the Council.
2. To contribute effectively to the Council's scrutiny process by ensuring the questioning of the relevant portfolio holder on the development of policy and strategies.

Ways of working

1. To comply with the Council's Code of Conduct or such other code of conduct as the Council may from time to time adopt.
2. To comply with the Member/Officer protocol as set out in the Constitution.
3. To ensure that the principles of equality and fairness are integral to all actions and policies of the Council.
4. To take part in training and development programmes to ensure that this role is undertaken as effectively as possible.
5. To make use of new technology as a means of effective communication.
6. To work in a way that ensures the responsibilities of members as corporate parents are taken seriously.

Skills and Knowledge required

1. Good communication and interpersonal skills
2. To have the ability to analyse and grasp complex issues including interpreting performance information.
3. Leadership and chairmanship skills
4. Project and time management skills
5. A good understanding of how national and local government operates including the statutory and financial frameworks throughout each one.
6. A clear understanding of the operation of the council, also its contact/working with adjoining local authorities on joint staffing departments

7. A clear understanding of the social and economic situation within Medway Local Area.
8. Ability to influence and work constructively with members, officers, the public and partner organisations.
9. Ability to work as part of a team.
10. Keep abreast of legislation and policy in the area within the remit of the overview and scrutiny committee.

Key duties in the following areas:

1. To ensuring the overall coordination and management of the Committee's functions relating to Licensing and Development Control.
2. To chair and manage Committee meetings and ensure the Committee achieves its terms of reference.
3. To ensure the efficient carrying out of the processes for which the Committee has responsibility.
4. To demonstrate fair and open decision making by or on behalf of the Committee.
5. To ensure members' information needs are met so they can contribute fully to the decision-making within the committee process.
6. To ensure Committee members obtain the necessary skills to contribute to the work of the committee and to work with officers to provide training if necessary.
7. To be willing to learn about the professional disciplines and services relevant to the work of the Committee.

Ways of working

1. To comply with the Council's Code of Conduct or such other code of conduct as the Council may from time to time adopt.
2. To comply with the Member/Officer protocol as set out in the Constitution, and any other relevant protocols related to the regulatory committee.
3. To ensure members of their Committee abide by the Member/Officer protocol.
4. To ensure that the principles of equality and fairness are integral to all actions and policies of the council.
5. To take part in training and development programmes to ensure that this role is undertaken as effectively as possible. **Training related to licensing and development control is compulsory. Members can not sit on these committees without this training.**
6. To make use of new technology as a means of effective communication.

Skills and Knowledge required

1. Knowledge of the legislation regulating the work of the Committee

2. Ability to apply best practice in making decisions related to the work of the Committee
3. Good communication and interpersonal skills
4. Leadership and chairmanship skills
5. Project and time management skills
6. Ability to influence and work constructively with members, officers, the public and outside organisations.
7. Ability to work as part of a team.

Key duties in the following areas:

1. To lead the relevant standards function of the Council, ensuring the overall coordination and management of the process.
2. To chair and manage meetings of the Standards Committee and ensure the Committee achieves its terms of reference.
3. To ensure the efficient carrying out of the standards process and keep under review the standards process and codes within the framework provided by the Standards Board for England.
4. To monitor the preparation and presentation of appropriate reviews to ensure that the outcomes are fully taken into account in the formulation of policy by the Council.
5. To promote high standards of conduct by all elected members.
6. To assist elected members observe the Council's Code of Conduct.
7. To monitor and review the Code of Conduct and arrangement of appropriate training for all elected members to ensure its proper application.
8. To keep yourself and the Committee fully up to date with all relevant legislation and good practice relating to the Standards Committee.
9. To comply with the Council's Code of Conduct or such other code of conduct as the Council may from time to time adopt.
10. To comply with the Member/Officer protocol as set out in the Constitution.
11. To ensure members of their committee abide by the code of conduct and Member/Officer protocol.
12. To ensure that the principles of equality and fairness are integral to all actions and policies of the council.
13. To take part in training and development programmes to ensure that this role is undertaken as effectively as possible.
14. To make use of new technology as a means of effective communication.

Skills and Knowledge required

1. Good communication and interpersonal skills
2. Leadership and chairmanship skills

3. Project and time management skills
4. Ability to influence and work constructively with members, officers, the public and outside organisations.
5. Ability to work as part of a team.

ROLE: 9 Chairman of Employment Matters, Appointments, Dismissals Appeals and Audit Committee**Key duties in the following areas:**

1. To ensure the overall coordination and management of the Committee functions relating to Employment Matters, Appointments, Dismissals Appeals and Audit.
2. To chair and manage Committee meetings and ensure the Committee achieves its terms of reference.
3. To ensure the efficient carrying out of the processes for which the Committee has responsibility.
4. To demonstrate fair and open decision making by or on behalf of the Committee.
5. To ensure members' information needs are met so they can contribute fully to the decision-making within the committee process.
6. To ensure Committee members obtain the necessary skills to contribute to the work of the committee and to work with officers to provide training if necessary.
7. To be willing to learn about the professional disciplines and services relevant to the work of the Committee.

Ways of working

1. To comply with the Council's Code of Conduct or such other code of conduct as the Council may from time to time adopt.
2. To comply with the Member/Officer protocol as set out in the Constitution.
3. To ensure members of their Committee abide by the Member/Officer protocol.
4. To ensure that the principles of equality and fairness are integral to all actions and policies of the council.
5. To take part in training and development programmes to ensure that this role is undertaken as effectively as possible.
6. To make use of new technology as a means of effective communication.

Skills and Knowledge required

1. Knowledge of the legislation regulating the work of the Committee

2. Ability to apply best practice in making decisions related to the work of the Committee
3. Good communication and interpersonal skills
4. Leadership and chairmanship skills
5. Project and time management skills
6. Ability to influence and work constructively with members, officers, the public and outside organisations.
7. Ability to work as part of a team.

**ROLE: 10 Vice Chairman of Committees
(Overview and Scrutiny, Standards and Regulatory and other)****Key duties in the following areas:****Leadership**

1. To support and deputise for the Chairman in his/her role and responsibilities.
2. To lead and chair the Committee and ensure its overall effectiveness in the absence of the Chairman.
3. To sum up the debate and propose recommendations to the Chairman.
4. To lead on task groups as requested.

Ways of working

1. To comply with the Council's Code of Conduct or such other code of conduct as the Council may from time to time adopt.
2. To comply with the Member/Officer protocol as set out in the Constitution.
3. To ensure that the principles of equality and fairness are integral to all actions and policies of the council.
4. To take part in training and development programmes to ensure that this role is undertaken as effectively as possible.
5. To make use of new technology as a means of effective communication.

Skills and Knowledge required

1. Good communication and interpersonal skills.
2. Ability to understand complex issues and summarise into clear ways forward.
3. Leadership and chairmanship skills.
4. Project and time management skills.
5. Ability to influence and work constructively with members, officers, the public and outside organisations.
6. Ability to work as part of a team.

Key duties in the following areas:

1. To participate actively and effectively as a member on any scrutiny, regulatory or other committee/panel, assembly or forum to which you are appointed.
2. To contribute actively in the overview and scrutiny of the Council's policies, budget, strategies and service delivery as a member of the committee.
3. To develop and maintain a working knowledge of the organisation, services and activities and other matters which affect and impact on the role of the committee.
4. To obtain the necessary skills to contribute to the work of the committee and attend training if necessary.
5. To be willing to learn about the professional disciplines and services relevant to the work of the Committee.

Ways of working

1. To comply with the Council's Code of Conduct or such other code of conduct as the Council may from time to time adopt. **(This applies to co-opted members who vote and does not apply to non-voting co-optees).**
2. To comply with the Member/Officer protocol as set out in the Constitution.
3. To ensure that the principles of equality and fairness are integral to all actions and policies of the Council.
4. To take part in training and development programmes to ensure that this role is undertaken as effectively as possible.
5. To make use of new technology as a means of effective communication.
6. To work in a way that ensures the responsibilities of members as corporate parents are taken seriously.
7. To prepare adequately to ensure participation.

Skills and Knowledge required

1. Good communication and interpersonal skills
2. Ability to work constructively with other members, officers, the public and outside organisations.
3. Ability to work as part of a team.

ROLE: 12 Leader(s) of Opposition Political Groups**Key duties in the following areas:****Leadership**

1. To be the main spokesperson for members of their political group and the political position of their group.
2. To lead their group by ensuring that:
 - Members of their group abide by the code of conduct and Member/Officer protocol and codes of conduct.
 - Adequate liaison takes place with leaders of other political groups to further the interests of the Council, the Cabinet, the Chairmen of Overview and Scrutiny Committees, the Chairmen of Regulatory and other Committees and the Chairman of the Standards Committee on all matters affecting the functions of the Council and the achievement of Value for Money;
 - Adequate liaison takes place with the Council's Chief Executive, Corporate Management Team, and its Managers on all matters affecting the services provided by them on behalf of the Council;
 - Regular briefings to ensure good communications take place on all Council matters to members of their group;
 - Constructive challenge, alternatives or amendments are offered by members of the group, where appropriate, on recommendation to O&S and Full Council.
3. To work with the Group Whip to ensure the process of nomination from their group to serve on Overview and Scrutiny Committees, Committees and local outside bodies takes place.

Policy development

1. To work with Group spokespersons to formulate overall policy and priorities for their group.

Community liaison

1. To represent the Council on local, regional and national bodies, as appropriate, where formally appointed to do so.

Ways of working

1. To comply with the Council's Code of Conduct or such other code of conduct as the Council may from time to time adopt.
2. To comply with the Member/Officer protocol as set out in the Constitution.
3. To ensure that the principles of equality and fairness are integral to all actions and policies of the Council.
4. To take part in training and development programmes to ensure that this role is undertaken as effectively as possible.
5. To make use of new technology as a means of effective communication.

Skills and knowledge required

1. Good communication and interpersonal skills
2. To have the ability to analyse and grasp complex issues including interpreting performance information.
3. A good understanding of how local, national and European government operates, including the statutory and financial frameworks.
4. A clear understanding of the operation of the council, including the economic and social situation within Medway.
5. Effective leadership skills.
6. Ability to chair meetings and facilitate open discussion.
7. The ability to work effectively with council officers, the public, the media and partner organisations.

Key duties in the following areas:**Leadership**

1. To support and deputise for the Leader of the Group in all of his/her roles and responsibilities as group leader.

Community liaison

1. To support and deputise for the Leader of the group in his/her community liaison responsibilities.
2. To support and deputise for the Leader of the group in his/her role of ensuring effective liaison with other political groups within the Council.

Ways of working

1. To comply with the Council's Code of Conduct or such other code of conduct as the Council may from time to time adopt.
2. To comply with the Member/Officer protocol as set out in the Constitution.
3. To ensure that the principles of equality and fairness are integral to all actions and policies of the Council.
4. To take part in training and development programmes to ensure that this role is undertaken as effectively as possible.
5. To make use of new technology as a means of effective communication.

Skills and knowledge required

1. Good communication and interpersonal skills
2. To have the ability to analyse and grasp complex issues including interpreting performance information.
3. A good understanding of how local, national and European government operates, including the statutory and financial frameworks.
4. A clear understanding of the operation of the council, including the economic and social situation within Medway.
5. Effective leadership skills.
6. Ability to chair meetings and facilitate open discussion.

7. The ability to work effectively with council officers, the public, the media and partner organisations.

ROLE: 14 Group Spokesperson of Opposition political groups

Key duties in the following areas:

Leadership

1. To be the main spokesperson for members of their political group on their appointed remit.
2. To ensure regular communication takes place on all portfolio matters to members of their group.
3. To offer constructive criticism, alternatives or amendments across their remit on behalf of their group.
4. To take the lead on particular items called in by Group and any specific media issues.

Policy development

1. To take the lead role in formulating policy on behalf of their group and offering constructive criticism where appropriate.
2. To contribute to the Council's overview and scrutiny process and ensure that their recommendations are considered in relation to their remit.

Ways of working

1. To comply with the Council's Code of Conduct or such other code of conduct as the Council may from time to time adopt.
2. To comply with the Member/Officer protocol as set out in the Constitution.
3. To ensure that the principles of equality and fairness are integral to all actions and policies of the Council.
4. To take part in training and development programmes to ensure that this role is undertaken as effectively as possible.
5. To make use of new technology as a means of effective communication.

Skills and knowledge required

1. Good communication and interpersonal skills
2. To have the ability to analyse and grasp complex issues including interpreting performance information.

3. A good understanding of how local, national and European government operates, including the statutory and financial frameworks.
4. A clear understanding of the operation of the council, including the economic and social situation within Medway.
5. Effective leadership skills.
6. Ability to chair meetings and facilitate open discussion.
7. The ability to work effectively with council officers, the public, the media and partner organisations.

Key duties in the following areas:

Leadership

1. To participate in meetings of Group Whips and officers on matter relating to representation by councillors on decision making bodies and other forum is in line with the constitution.
2. To coordinate the nominations of councillors to places on committees, other bodies, outside organizations, allocated to the group.
3. To liaise with members of the group to ensure the group is effectively represented at meetings.
4. To contribute to the development of the group view on important issues, strategies, policies and services.
5. To address any conduct issues with the Group Leader.

Ways of working

1. To comply with the Council's Code of Conduct or such other code of conduct as the Council may from time to time adopt.
2. To comply with the Member/Officer protocol as set out in the Constitution.
3. To ensure that the principles of equality and fairness are integral to all actions and policies of the Council.
4. To take part in training and development programmes to ensure that this role is undertaken as effectively as possible.
5. To make use of new technology as a means of effective communication.
6. To work in a way that ensures the responsibilities of members as corporate parents are taken seriously.

Skills and knowledge required

1. Good communication and interpersonal skills
2. To have the ability to analyse and grasp complex issues.
3. A good understanding of how local, national and European government operates, including the statutory and financial frameworks.

4. A clear understanding of the operation of the council, including the economic and social situation within Medway.

5. A clear understanding of the council's constitution.

Key duties in the following areas:

Ways of Working

1. To carry out the roles and functions of the First Citizen of Medway, representing the Council at civic and ceremonial events with the full dignity commensurate with the position and the tradition of the office of the Mayor.
2. To preside over meetings of the Full Council so that its business can be carried out efficiently and with regard to the rights of councillors and the interest of the community.
3. To remain politically neutral whilst acting as an ambassador for the Council and its community and local democracy: promoting the Council's corporate policies, promoting Medway to the business community and visitors, raising awareness of citizenship issues.
4. To support the Mayor of Medway's Welfare Fund.

Skills and knowledge required

1. Good communication and interpersonal skills
2. To have the ability to analyse and grasp complex issues.
3. A good understanding of how local, national and European government operates, including the statutory and financial frameworks.
4. A clear understanding of the operation of the council, including the economic and social situation within Medway.

Key duties in the following areas:

Ways of Working

1. To support the Mayor in his/her role and deputises for him/her in his/her absence.
2. To preside over meetings of the Full Council so that its business can be carried out efficiently and with regard to the rights of councillors and the interest of the community.
3. To remain politically neutral whilst acting as an ambassador for the Council and its community and local democracy: promoting the Council's corporate policies, promoting Medway to the business community and visitors, raising awareness of citizenship issues.
4. To support the Mayor of Medway's Welfare Fund.

Skills and knowledge required

1. Good communication and interpersonal skills
2. To have the ability to analyse and grasp complex issues.
3. A good understanding of how local, national and European government operates, including the statutory and financial frameworks.
4. A clear understanding of the operation of the council, including the economic and social situation within Medway.