

# ROLE PROFILE

## Junior Portfolio Holder (Executive Support)

*This is a Special Responsibility role profile.*

### 1. Who is a Junior Portfolio Holder accountable to?

- South Holland District Council;
- The Leader;
- Portfolio Holders; and
- The Cabinet (collectively).

### 2. Role, Purpose and Activity

- **Support their Portfolio Holder(s)**
  - To assist their Portfolio Holder(s) in any delegated or joint decisions they may be required to make.
  - To give political direction and support to officers working within the Portfolio;
  - To be accountable for choices and performance within the Portfolio; and
  - To have an overview of the performance management, efficiency and effectiveness of the Portfolio.
- **Contributing to the work programme of the Portfolio**
  - To work with officers to create policy documents, both strategic and statutory, ensuring that the political will of the majority is carried to and through the Cabinet and/or Council;
  - To provide assistance in creating and delivering a strategic work programme, both political and statutory;
  - To carry out consultations with external partners, as required; and
  - To represent the Portfolio.
- **Reporting and accounting**
  - To report, as appropriate, to the Portfolio Holder, Leader, Cabinet, full Council, appropriate Chairman of Overview and Scrutiny, and external partners;
  - To be the main political spokesperson for the Portfolio;
  - To appear before Overview and Scrutiny Panels in respect of matters within the Portfolio;
  - To keep other councillors updated on all service policies and emerging issues, when the opportunity arises; and
  - To be available to respond to councillors' concerns and queries.

- **Participating in Cabinet meetings and supporting the decision making process**
  - To attend and provide support at Cabinet meetings and at Executive Briefings;
  - To attend specific briefings, when possible, and to substitute when required for their Portfolio Holder(s) at meetings they are unable to attend.
  
- **Internal governance, ethical standards and relationships**
  - To develop the reputation and reliability of the Cabinet and its decision-making;
  - To understand the roles of councillors, officers and external parties operating on behalf of the Cabinet; and
  - To promote and support good governance of the Council.

### **3. Values**

- To be committed to the Council's values and corporate priorities.

# PERSON SPECIFICATION

## Junior Portfolio Holder (Executive Support)

To fulfil the role as laid out in the role profile, an effective Junior Portfolio Holder requires:

### **Providing Portfolio leadership**

- Leadership skills;
- Knowledge of community strengths, areas of improvement and key issues;
- A good strategic awareness of issues facing the Council;
- An understanding of the way the Council operates;
- An understanding of decision making procedures; and
- An understanding of the roles and responsibilities of officers within the Portfolio.

### **Contributing to the work programme of the Portfolio**

- An understanding of best practice;
- An awareness of national and local legislation;
- An understanding of the Council's performance management arrangements;
- Negotiation and questioning skills;
- The ability to act objectively and on the basis of evidence;
- A knowledge of local issues;
- An ability to work effectively and build relationships with councillors, officers and external partners; and
- Knowledge of the workings of the Council.

### **Reporting and accounting**

- Knowledge of the Cabinet structure;
- The ability to convince others and act with integrity; and
- A knowledge of the relevant meeting procedures

### **Participating in Cabinet meetings and making decisions**

- A knowledge of local issues; and
- The ability to work as part of a team.

### **Internal governance, ethical standards and relationships**

- A knowledge of the relevant regulatory meeting procedures; and
- An understanding of the Code of Conduct, the Member/Officer Protocol