



## **District Councillor**

### **Role and Responsibilities**

#### **Leadership at Ward Level**

- To lead and champion the interests of the local community and effectively represent the interests of the Ward and its constituents.
- To undertake case work for constituents and act as an advocate in resolving concerns or grievances.
- To communicate with local people and answer enquiries:
  - about decisions that affect them and how they can make their voice heard
  - about the Council's policies and how they affect the area or the community
  - regarding the rights of constituents within Stratford District
  - as to why decisions are taken
- To meet and liaise regularly with local interested parties and, where appropriate, involve and consult them on key Council decisions.
- To support and promote citizenship locally and encourage the community to participate in the governance of the area.

#### **Governance**

- To participate constructively in the good governance of the area e.g. attendance at parish council meetings.
- To use influence as an Elected Representative to develop links between groups and communities in the Ward and local area.
- To forge local partnerships to ensure resources are used to meet the needs of the area.

#### **Representation**

- To inform the debate at full Council meetings and contribute to the effectiveness of the Council meeting as the focus of visible leadership.
- To contribute to the formation and scrutiny of the Council's policies, budget, strategies and service delivery.

- To contribute to the scrutiny of decision making and review of the policies and services of the Council.
- To represent the Council to the community and the community to the Council.
- To develop and maintain a knowledge of the Council and develop working relationships with its officers and other councillors.
- To participate in the activities of any political group of which the councillor may be a member.
- To represent the Council on outside bodies and to participate effectively in the appointed role and, where appropriate, to represent those bodies within the Council area.

## **Other**

- In order to fulfil legal requirements, Councillors should have regard to, and comply with, the Council's Code of Conduct for Councillors.
- Councillors should be responsible for their own personal development and undergo appropriate development and continuous improvement for any role undertaken.

## **Skills**

### ***Leadership***

- Ability to lead and champion the interests of the local community

### ***Chairing***

- Ability to chair meetings and facilitate discussions

### ***Organisational Skills***

- Manage casework (including the use of IT to support the process)
- Basic administration skills

### ***Other skills***

- Ability to use information technology to communicate through Council systems e.g. e-mails etc
- Ability to interpret Council budgets and accounts
- Community engagement skills
- Influencing and persuading
- Negotiation skills
- Managing conflict and mediation skills

### **Team Working & Relationship Building**

- Ability to develop relationships with key officers and partner agencies
- Ability to build effective relationships with all sections of the community so as to be able to represent their needs to the Council

### **Communication**

- Ability to deal with the media whilst being able to identify when additional support from public relations specialists is required, to ensure the Council is positively represented
- Ability to communicate with a range of audiences
- Active listening and questioning skills
- Presentation skills
- Public speaking