

B&NES Role Description for Cabinet Project Lead

This role description identifies the responsibilities specific to the role of Cabinet Project Leads and should be read in conjunction with the role description of all councillors. In addition, the role will recognise the executive and constitutional authority and accountability of the relevant Cabinet Member.

This role will assist delivery of the Cabinet's transformational and ongoing work programme by supporting the Cabinet as a whole and an individual Cabinet Member with his/her portfolio workload.

1. Accountabilities

- To the Leader, who will also determine issues of capacity and priority;
- To the relevant Cabinet Member

2. Roles and Activities

- Develop and lead projects, as designated by the Cabinet Member, from concept design, through delivery to completion
- Undertake research relating to the specific project or other relevant matters within a Cabinet Member's Portfolio area
- Assist in the development of policies both in terms of the Cabinet as a whole and within the Cabinet Member's Portfolio area
- Help to promote specific media opportunities relating to key projects, with regular feedback to the Cabinet Member
- Attend seminars and meetings as requested by the Leader/Cabinet Member
- Liaise with non-executive members and senior officers to ensure that the Cabinet/Cabinet Member is fully aware of issues which are of concern to them
- Assist the Cabinet Member in establishing and maintaining professional, effective, and efficient working relationships with opposition groups, Chairs of Committees/Panels and Senior Officers
- Work with other Cabinet Members and Cabinet Project Leads on shared policy and project developments
- Liaise with outside bodies, partner organisations, service users and members of the public in relation to specific projects and other portfolio responsibilities

- Provide support for championing the vision and interests of the Cabinet and of specific projects
- In the context of projects allocated, to act as an advocate for services within a Cabinet Member's portfolio
- Assist the Cabinet Member to manage their workload and deal with such issues or projects (whether long-term or time limited) as shall be agreed with them (recognising the Leader's role in managing issues of capacity and priority.)

3. Personal and role development

- Be responsible for personal development and undergo appropriate development and continuous improvement through any appropriate means, including such mentoring support arrangements as the Council (through the Leader) may provide.