

LAUNTON PARISH COUNCIL

PARISH COUNCILLOR – JOB DESCRIPTION

Title: Councillor

Responsible to: The Council and its electors.

Responsible for: Effective leadership to foster the interests and deliver services to electors and the community

Role purpose: To bring local issues to the attention of the council, help it make decisions on behalf of the local community and represent the views of parishioners within and outside the parish.

Main duties and responsibilities:

- To represent effectively the interests of the whole parish by listening to views from the community.
- To improve the quality of life for those that live, work or visit the area
- To participate fully in the formation and scrutiny of the Council's policies, strategic plans, budgets and service delivery.
- To ensure that the Council is properly managed.
- To prepare for, attend and participate in Council meetings, decision making and abide by corporate decisions.
- To undertake appropriate training and development to help fulfil the requirements of the Councillor role.
- To keep up to date with significant developments affecting the Council at local, regional and national levels .
- To represent the Council on outside bodies to which the Councillor is appointed and report back activities.
- To maintain proper standards of behaviour and comply with the Council's code of conduct.
- To deal with resident's enquiries and representations fairly and without prejudice

Skills needed by a Councillor:

- Having, exploring and expanding ideas.
- Interpreting, evaluating and reviewing information, drawing conclusions then making decisions.
- Understanding budgets and financial systems.
- Encouraging yourself and motivating others.
- Listening, questioning constructively.
- Dealing with conflict.
- Seeing the bigger picture.
- Understand legislation and the difference between private and personal interests.
- Public speaking.
- IT and social media skills.