

# **Role Description for Cabinet Advisor – Community and Neighbourhood Development**

## **Corporate Responsibilities:**

1. To develop and promote community and neighbourhood development as part of Vision 2030 and associated ambitions.
2. To endeavour to meet the aspirations of the Council and the citizens of the Borough through continuous improvement in service delivery, the implementation of best practice and the recognition of the cultural diversity of the population of the Borough.
3. To ensure the promotion of equality in service provision, in consultation with appropriate Cabinet Members in relation to community and neighbourhood development.
4. To ensure, where appropriate in the cabinet advisory role, the full involvement of local people and communities to aid the decision making process of the Council, as necessary.

## **Duties:**

5. To provide support to the Executive Leadership Team and Town Leads on all aspects associated with their cabinet advisory role.
6. To gather data, intelligence and all other forms of information that assist with reporting and decision making at Executive Leadership Team level.
7. To liaise with Council officers, partners and other agencies to ensure appropriate communication and engagement associated with their cabinet advisory role.

8. To provide advice and guidance, where appropriate, on all community and neighbourhood development matters relating to policy and strategy.
9. To be aware of legislation and ongoing local and national developments on matters relevant to their cabinet advisory role.
10. To research the changing landscape and advise the Executive Leadership Team of future issues that could affect current policies, legislation and processes.
11. To engage with, and canvas views of, members to advise the Executive Leadership Team relating to their portfolio.
12. To inform the Member Development Programme on all aspects that may enhance the skill, knowledge and experience of elected members association with their cabinet advisory role.
13. To comply with the Member/Officer protocol as set out in the Constitution.
14. To take part in training and development programmes to ensure that this role is undertaken as effectively as possible.