

Role Profile – Group Spokesperson for a Policy Committee

Each individual will approach the role of Group Spokesperson differently; therefore, this profile is intended to provide an overview of the purpose, role and responsibilities of a Group Spokesperson rather than act as a definitive guide.

Purpose/role:

1. To support the Chair and Deputy Chair in managing the ongoing business of the Committee.
2. To assist the Chair and Deputy Chair in ensuring that learning and development opportunities are available for all Members of the Committee.
3. To be consulted on Urgent Decisions where it is not possible to convene an Urgency Sub-Committee.
4. To encourage the Committee's scrutiny role.
5. To be an effective critical friend.
6. To be the political group's lead on activities within the Committee's remit.

Responsibilities:

1. Attend regular pre-agenda and pre-meetings to:
 - a. provide input on the scheduling of agenda items and the Committee work programme;
 - b. contribute questions and opinions on agenda items;
 - c. encourage the Committee Chair and Deputy Chair to consider different approaches; and
 - d. raise considerations and potential difficulties on proposals ahead of the formal Committee Meeting.
2. Provide support to the Chair including:
 - a. developing the work programme;
 - b. attending informal meetings with officers;
 - c. keeping Committee Members informed of the work programme;
 - d. feeding in contributions from Committee Members; and
 - e. managing the Committee's agendas and work effectively.
3. Undertake such training as may be appropriate for the role of Group Spokesperson and support the Chair and Deputy Chair in ensuring that learning and development opportunities, relevant to the remit of the Committee, are available for all Members of the Committee.
4. Establish effective working relationships with the Chair, Deputy Chair, Group Spokespersons and key officers.
5. Act as liaison between the Committee and the political group and lead on the development of approaches to policy and operational issues on behalf of the group.
6. Promote and uphold the standards in the Councillor Code of Conduct, the Council's equality policies and the Council's values.

Skills:

The following skills will support a Group Spokesperson to fulfil the above responsibilities:

Core skills description	Skills required
Actively encourage the involvement of others and work collaboratively to achieve consensus	Active Listening, Diplomacy and Tact, Negotiation, Emotional Intelligence, Conflict Resolution, Objectivity, Questioning
Be open to new ideas and ways of doing things.	Team Working, Active Listening, Empathy, Adaptability
Work closely with others to develop, promote and achieve objectives.	Team Working, Active Listening, Negotiation, Diplomacy and Tact, Empathy, Adaptability
Demonstrate effective leadership for the group with regard to the Committee.	Leadership, Assertiveness Communication, Interpersonal, Team Working
Supporting skills description	
Effective communication.	Communication, Media, Presentation, Interpersonal
Ability to influence and work constructively with Members, officers, the public and outside organisations.	Leadership, Assertiveness, Empathy, Negotiation, Diplomacy and Tact
Effective time management around meetings.	Time Management, Organisational, Preparation, Project Management, Resource Management