

## Role Profile – City Councillor

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

### Purpose/role:

1. Be a representative of your ward and an advocate for the communities within it.
2. Communicate effectively and build strong relationships with local residents, businesses, organisations and interest groups, keeping them informed about the issues that affect them and representing their views at council meetings.
3. Provide community leadership and support the Council to work in partnership with local communities and organisations to deliver better services and have a positive impact in the area.
4. Empower and enable the communities in your ward to develop solutions and work in partnership with you to deliver improvements to the local area.
5. Make major decisions as part of the Council and provide political / strategic leadership, setting out the policy and budget framework within which the Council operates.
6. Undertake other roles to which you are appointed by the Council such as being a Member of a Policy Committee, regulatory, quasi-judicial and statutory roles, or as a representative on other bodies.

### Responsibilities:

1. Adhere to the Council's Code of Conduct for Elected Members, equality policies and Council Values; uphold the Seven Principles of Public Life and challenge behaviour which falls below expectations.
2. Adhere to the Council's Protocols as set out in the Council's Constitution.
3. Develop links with local residents, organisations and businesses (including local healthcare and education providers and the emergency services), attending local forums and other community meetings or events and leading local campaigns on behalf of your residents.
4. Enable your constituents to contact you in a variety of ways that are accessible to them and communicate with residents to hear their concerns and keep them updated about the work of the Council and issues that affect them.
5. Investigate and respond to resident's queries (casework), with support from Member Services.
6. Develop and maintain a working knowledge of the authority's services, management arrangements, powers/duties, and constraints, and develop good working relationships with relevant officers of the authority.
7. Attend Full Council meetings and the meetings of other Committees to which you are appointed, and undertake the required preparation for those meetings including reading the agenda and reports in advance and carrying out your own research to understand issues and participate in discussions and decision making.

8. Attend and participate in meetings of other bodies to which you are appointed by the Council, representing the views of the Council at the body and maintaining effective communication between the body and the Council.
9. Attend political group meetings and any other events that your political group requires you to attend.
10. Attend training, development sessions and briefings as necessary for your role including Committee specific training.

#### Skills:

The following skills will support a City Councillor to fulfil the above responsibilities:

<b>Core skills description</b>	<b>Skills required</b>
Provide community leadership for the members of the community you represent and build trust within the community.	Leadership, Listening, Empathy, Emotional, Innovative, Diplomacy and Tact, Adaptability
Build relationships and communicate effectively with local residents, businesses and community and voluntary organisations.	Communication, Interpersonal, Partnership Working, Leadership, Active Listening, Diplomacy and Tact, Presentation, Digital Media, Proactive
Work independently and in partnership with others to respond to issues within the ward, lead and support local campaigns and resolve problems.	Problem Solving, Negotiation, Persuasion, Research, Time Management, Team Working, Delegation, Mediation, Managing Expectations, Leadership
Encourage public engagement with democracy and demonstrate political awareness when needing to work across political group boundaries.	Diplomacy and Tact, Political Awareness, Persuasion, Communication, Negotiation, Influence
Review and analyse information to present arguments that are concise, meaningful and easily understood.	Analytical, Research, Presentation, Evaluation, Questioning, Problem Solving, Persuasion
<b>Supporting skills description</b>	
Awareness of the types of harassment, abuse and intimidation you may face and an understanding of how to handle this.	Managing Conflict, Negotiation, Listening, Staying Calm, Communication, Managing Expectations, <a href="#">Councillors' guide to handling harassment, abuse and intimidation   Local Government Association</a>
Ability to balance your role as City Councillor around other commitments such as family life, other employment or caring responsibilities.	Time Management, Organisational, Managing Expectations, Delegation, Self Awareness, Adaptability

Background documents:

[The role of a councillor | Local Government Association](#)

[The Political Skills Framework – a councillor’s toolkit](#)

[The 21st Century Councillor Summary Report](#)

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