

## **JOB DESCRIPTION**

### **1. Ward Councillor**

#### **Purpose of Role:**

To participate constructively and effectively in the good governance of Dover District Council.

#### **Duties and Responsibilities:**

- (a) To observe the Dover District Council Kent Code of Conduct for Members, act at all times with probity and propriety in the best interests of the Council and maintain confidentiality in all relevant Council business.
- (b) To be collectively the ultimate policy-makers by contributing actively to the formation and scrutiny of the Council's policies, budget, strategies and service delivery.
- (c) To represent effectively and impartially the Ward to which they were elected and bring their communities' views and concerns into the Council's decision-making process by becoming the advocate of and for their communities.
- (d) To champion causes which best relate to the interests and sustainability of the community and campaign for improvement of quality of life in the community in terms of equity, economy and the environment.
- (e) To respond to constituents' enquiries and representations fairly and impartially, to deal with individual casework and act as advocate in resolving constituents' particular concerns or grievances.
- (f) To participate effectively as a member of any Committee, Sub-Committee, working group or other body to which they are appointed and to develop and maintain a working knowledge of the Council's services, powers, duties, policies and practices including a good working relationship with officers of the Council.
- (g) To represent the Council effectively on any outside body to which they are appointed, providing two-way communication between the organisations and presenting annually to Council a report on the work of the body and its contribution to the District.
- (h) To develop and maintain a working knowledge of other organisations and services within the District including the promotion of partnership working.
- (i) To contribute constructively to open government and generally encourage all sections of the community to participate in the democratic process.

- (j) When unable to attend a meeting of a Committee or other body to which they have been appointed as a member, to find a suitable substitute for the meeting and advise the Democratic Services Section of the substitution.
- (k) To take part in Member training in order to develop competencies, increase knowledge and receive updated information.

Skills Required:

- Good communication and interpersonal skills.
- Ability to relate to and deal with the public in a professional and timely manner and having regard to all aspects of equality and diversity.
- Ability to work professionally and effectively with Council officers and outside organisations.
- Community leadership skills.