

# **Leader of the Council Role Profile**

## **Key Responsibilities**

In addition to the responsibilities identified for all Councillors, the Leader of the Council is also responsible for the following:

### **1. Leadership**

- Lead the political administration of the Council, providing leadership in relation to policy formulation, implementation and monitoring of the council's policies, budgets, strategies, and service delivery and to contribute to the effective governance of the Council.

### **2. Strategy**

- Take the lead role for proposing, directing, and overseeing the Council's overall strategy and policy development.

### **3. External**

- Be a political figurehead and provide an external focus for the Council.

### **4. Represent**

- Represent the Council as its Political Leader at meetings and events at local, regional, national and international level.

### **5. Relationship Management -**

- Develop and manage the general relationship with the Scottish and UK Government Ministers, MPs and MSPs, COSLA, Parliament and other key organisations and individuals.

### **6. Reputation & Media**

- Manage reputation at a political level and represent the Council to the media where the importance of the issue demands it.

## **7. Co-ordination/Direction**

- Co-ordinates the work of the Committee Chairs/Convenors and the Council Administration to ensure corporate effectiveness and that the work of the Council meets and delivers agreed priorities, strategies, and policy.
- Provide the key political level link between the officer structure and the political structure and provides day-to-day political direction.
- Give direction to the Chief Executive on political matters and participate in the performance review and development of the Chief Executive.

## **8. Standards**

- Promote high standards of behaviour and compliance with all relevant standards. and to promote an inclusive working environment involving all members of the council.
- Ensure effective governance arrangements are in place and the Council's Chief Executive and Chief Officers manage the operation of the Council within the financial limits and decisions set by the Council.

## **9. Chair**

- Chair committee meetings/Full Council and other meetings when required.