

PARISH COUNCILLOR – JOB DESCRIPTION

Title: Parish Councillor

Responsible to: The Council and its electors.

Responsible for: Effective leadership to foster the interests of residents within North Hinksey Parish Council area on matters both within, and outside of the parish, that may affect them.

Role Purpose to: Bring local issues to the attention of the council, help it make decisions on behalf of the local community and represent the views of local parishioners.

Main Duties and Responsibilities:

1. To represent effectively the interests of the whole parish by listening to views from the wider community.
2. To improve the quality of life for those that live, work or visit the area.
3. To participate fully in the formation and scrutiny of the Council's policies, strategic plans, budgets and service delivery.
4. To ensure that the Council is properly managed.
5. To prepare for, attend and participate in Council meetings, decision making and abide by corporate decisions.
6. To undertake appropriate training and development to help fulfill the requirements of the councillor role.
7. To keep up to date with significant developments affecting the Council at local, regional and national levels
8. To represent the Council on outside bodies to which the Councillor is appointed and report back activities.
9. To maintain proper standards of behaviour and comply with the Council's Code of Conduct.
10. To attend all Council and council related meetings with an open mind on issues to be discussed.
11. To deal with resident's enquiries and representations fairly and without prejudice.

Skills needed by a Councillor:

- Making decisions.
- Exploring and expanding ideas.
- Interpreting information.
- Having ideas.
- Visualising what might happen.
- Using imagination.
- Understanding budgets and financial paperwork.
- Keeping going skills.
- Encouraging yourself and others.
- Listening.
- Questioning.
- Dealing with conflict.

- Evaluating.
- Reviewing.
- Drawing conclusions.
- Seeing the bigger picture.
- Assessing objectively.
- Measuring and comparing results.
- Public speaking.
- Persuading and motivating.
- Prioritising.
- Negotiating.
- IT skills.

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