

Elected Member Policy Lead - Role Profile

Title	Policy Lead : Improvement, HR, Customer Support and Facility Services
Accountable to: Reports to:	Full Council Leader /Deputy Leader of Council
Portfolio Responsibilities	<ul style="list-style-type: none"> • Oversight of Improvement, Human Resources and Organisational Development strategic direction to ensure alignment with corporate objectives and effective workforce development and capacity planning. • Oversight of strategic direction of Customer Support and Facility Services. • To articulate and support achievement of corporate priorities and the Single Outcome Agreement. • Ensure decisions made by Council are fully informed in relation to key elements of portfolio.
Portfolio focus:	<ul style="list-style-type: none"> • Promotion of employee and organisational development opportunities to support a culture of high performance and service transformation. • Champion effective employee engagement internally and externally to support change and improvement. • Strategic development of Customer Support and Facilities Services and customer focused service delivery. • Promote the role of customer and facility services in improving the wellbeing of individuals and communities and ensuring Argyll & Bute is an attractive tourist destination.
Key activities	<ul style="list-style-type: none"> • Undertake a strong and confident figurehead role to represent the portfolio of services at Council, regional and national levels. • Provide strategic vision and leadership in development of portfolio. • Ensure regular communication and reporting on activities to members of Council, Strategic Management Team and Council Officers to provide clarity on political direction and assist in working through strategies and plans within the portfolio. • Promote the policies of the Council to the media and wider community. • Work collaboratively with Elected Member Policy Leads and Chief Officers across areas of responsibility. • Develop and support effective partnering with organisations which support and assist in the delivery of strategies, plans and services within portfolio. • Chair meetings, sub groups and committees as required ensuring the agenda of the business is properly dealt with; that the opinions of other participants and the advice of officers, are allowed to be expressed: ensure the proper and timely conduct of the meeting in compliance with the Council Constitution and that clear decisions are reached.

	<ul style="list-style-type: none"> • Bring forward effectively issues and business for consideration to ensure Council is focused on the right issues at the right time and that decisions are made in light of overall Council policy. • Identify any crosscutting issues which may require corporate or joint working across portfolios, services and/or partnerships. • Participate in wider corporate agenda to support effective functioning of Council i.e. contribute to budget working group, participate in appointment panels.
Committee and Partnership Working Responsibilities:	
	<p><i>This role profile does not supersede the Role of Lead Councillors and associated responsibilities as set out in Appendix 1 of the Argyll and Bute Council Constitution. It has been drawn up to complement this documentation and provide further support and direction in fulfilling the role of Policy Lead.</i></p>