

## **ASSISTANT DEPUTY EXECUTIVE LEADER**

An Assistant Deputy Executive Leader may be appointed to support the Executive Leader and Deputy Executive Leader in carrying out their duties in a variety of ways. This is not a statutory role and the post holder will carry out tasks and duties assigned to them which are legally permissible.

### **Purpose**

1. To assist and work with the Executive Leader and Deputy Executive Leader to provide effective political leadership and strategic direction for the Council.
2. To assist the Executive Leader and Deputy Executive Leader with their responsibilities such as ensuring effective Corporate Governance and Stewardship of the Council and to ensure the Council delivers high quality, value for money services.
3. To deputise for the Executive Leader and Deputy Executive Leader as appropriate.

### **Duties and Responsibilities**

1. To assist and work with the Executive Leader and Deputy Executive Leader in delivering their responsibilities to the Council.
2. To deputise for the Executive Leader and Deputy Executive Leader in either of their absences from Council and Cabinet meetings as appropriate.
3. In the Deputy Executive Leader's absence to carry out the requirements of his/her job profile so far as legally possible and permissible.
4. To carry out such other duties and undertake portfolio responsibilities as delegated by the Executive Leader and Deputy Executive Leader.
5. To encourage the highest standards of probity and corporate governance, and to promote inclusivity and transparency in all that the Council does.

### **Desired Skills**

1. Good communication and interpersonal skills.
2. To have the ability to analyse and grasp complex issues.
3. A good understanding of how local and national government operates.
4. A clear understanding of the operation of the Council, and the economic and social situation within Huntingdonshire.
5. Business and financial acumen, including the ability to understand and manage the Council's budget.
6. Effective leadership skills.
7. Excellent political knowledge and awareness.
8. The ability to chair meetings and facilitate open discussion.
9. The ability to work effectively with Council officers, the public, the media and outside organisations.
10. Competent in the use of IT, including email and electronic calendars.

However, an Assistant Deputy Executive Leader cannot be a member of an Overview and Scrutiny Panel.

These duties and responsibilities are in addition to those detailed in the role description for an elected Member and Cabinet Member.