

**ROLE SPECIFICATION**  
**EXECUTIVE MEMBER**  
**LEARNING, SKILLS AND EMPLOYMENT**

**CONTEXT**

The majority of the Council's functions are the responsibility of the Executive (as assigned to it by law or under the Constitution) who will take most of the day to day key decisions. The Executive has to make decisions which are in line with the Council's overall policies and budget.

**ROLE**

Members of the Executive will have wide ranging leadership roles and will need to:

lead the community planning process and ensure best value, with input and advice from scrutiny commissions and panels, area boards, officers and any other persons as appropriate;

lead the preparation of the Council's Budget and Policy Framework, to include attending and contributing to the Council's annual strategic planning event;

take decisions on resources and priorities with other stakeholders and partners in the local community to deliver and implement the budget and policies decided by full Council;

be the focus for forming partnerships with other local public, private, voluntary and community sector organisations to address local needs;

ensure that the diverse needs of all groups and citizens are properly reflected in local strategies, plans and service provision;

commit to the delivery of fair and non discriminatory services to all members of the local community;

commit to upholding human rights and promoting equality and diversity;

present where appropriate performance reports to the Resource and Performance Scrutiny Panel and Audit Committee;

represent the Council's view on portfolio issues at Council, Executive and where appropriate scrutiny commissions;

represent the view of the Council on matters of corporate or strategic policy as the lead executive member, to the Government and to other bodies and organisations relevant to the Council's work;

participate as a member of any panel, task group or other Council forum as appropriate;

participate in local consultative arrangements and actively engage in communication and dialogue with any bodies and organisations involved in portfolio issues;

provide support and guidance and work collaboratively with the designated lead members working within the portfolio holder's area of responsibility;

be responsible for the functions delegated to the Executive either as a whole or to the Executive Member, as set out in the Council's Constitution.

## **SPECIFIC RESPONSIBILITIES**

The role of the Executive Member for Learning, Skills and Employment is pivotal to the success of the Council in meeting its aims and objectives especially the delivery of a range of Housing, Economic and Regeneration policies linked to corporate priorities within a corporate and community planning framework adopted by Council.

In addition, this role has lead political responsibility for the successful delivery of operational and financial performance targets within the Council's Departmental Planning framework on all issues relating to the Skills, Employment, Economic Development and Regeneration portfolio in conjunction with appropriate Director/s.

The main areas of responsibility are:

participation in the formulation and application of policies and in decision making and cross cutting issues, concentrating on the policy and service areas involved in Skills, Employment, Economic Development and Regeneration to:

- oversee the local, regional and sub-regional planning agenda;
- oversee activities in respect of Employment Sites and Development Sites overall;
- participate in the Lifelong Learning and the Learning Partnership;

- ensure, with the Executive Member for Social Services and Health, that the housing and related care needs of the elderly are effectively provided and plans are in place to meet changing demands for housing with care across the Borough in all tenures;
- foster good relations with the private housing sector, acting, as appropriate, as advocate for them, and as the Council's spokesperson to them in their dealings with the Council;
- oversee activities to promote equality of opportunity in learning, skills and employment within the Borough, especially through the use of information and analysis to develop policies and programmes which support corporate and partnership activity towards this end;
- oversee activities to promote economic development, regeneration and social inclusion within the Borough, especially through the use of information and analysis to develop policies and programmes which support corporate and partnership activity towards this end;
- with the Executive Member for Community Engagement and User Focus to oversee activities to promote good community relations within the Borough, especially through the use of information and analysis to develop policies and programmes which support corporate and partnership activity towards this end;
- lead for the Council in joint activity through the partnerships, especially in respect of town centre and other retail activity;
- lead with the co-ordination of activity in respect of the European Union;
- monitor the Council's performance in respect of the utilisation of external monies provided to the Borough for the benefit of the community;
- develop, as appropriate with other Executive Members, policies which meet the sustainable development objectives of the Council;
- lead on private sector neighbourhood renewal activity working with other Executive Members as appropriate; and
- develop and lead on policies which meet the strategic housing objectives of the Council and oversee any activities and priorities set out in the Housing Strategy.