

**ROLE SPECIFICATION**  
**EXECUTIVE MEMBER**  
**COMMUNITY ENGAGEMENT AND USER FOCUS**

**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 Performance Scrutiny Panel;

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 holders area of responsibility; and

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 Community Engagement & User Focus is pivotal to the success of the Council in meeting its aims and objectives especially the delivery of a range of Cultural, Recreational and Sporting activities 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 Service Development and Delivery Planning framework on all issues relating to the Youth, Culture, Recreation and Sport portfolio, in conjunction with appropriate Director/s.

The main areas of responsibility for Youth, Culture, Recreation and Sport:

participation in the formulation and application of policies and in decision making and cross cutting issues, concentrating on the following policy and service areas:-

- Voluntary Sector Compact
- Community Advice Services
- Area Initiative Development
- Neighbourhood Strategy Fund
- Local Community Planning
- Grants to Voluntary Organisations

- Communication
- Customer Contact
- Research and Consultation
- External Funding
- Community Facilities

to be the principal point of liaison with Bury's twin towns and in other similar relationships of similar status and intent, promoting the cultural diversity of the Borough;

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; and

to oversee Youth Services and Connexions.