

Appendix 3: District Lead Job Description

Background

The role of the District Lead is to work closely with all elected members in their district to support them in their role as strong local leaders. The role of the District Lead will replace the role of District Executive Chair, retaining any existing allowances.

The District Lead also plays a vital role in championing the needs of the district. They provide leadership across the district and ensure parallels exist between corporate and local priorities.

The role is a strategic position that requires vision and the ability to look beyond ward issues to those that affect the district as a whole. It is important that the District Lead is able to make decisions based on district priorities which may not always align fully with ward priorities.

Requirements of the District Lead

1. To provide leadership within and beyond the district.
2. To support elected members in the district in their role as local leaders.
3. To engage with elected members across the district and encourage active contribution to district initiatives that take place.
4. To work with the District Team to develop the District Plan, ensuring it reflects both local and corporate priorities.
5. To champion the district as a place and represent the district in any discussions and/or negotiations at a borough level.
6. To lead of any applications to the Local Improvement Fund.
7. To Chair relevant working groups as appropriate.
8. To lead on the development of a district Community Engagement Strategy, ensuring all residents have an opportunity to contribute their ideas or concerns to the district.
9. To work as appropriate with the Executive Management Team, District Co-ordinator and District Team to plan and deliver against locally agreed priorities.
10. To liaise and work with other District Leads as and when required to deliver against priorities that cross district boundaries.

11. To liaise with and respond to the Chairs and Vice Chairs of the Overview and Scrutiny Committees as and when required.
12. To ensure that all actions and activities of the district are carried out in a socially inclusive way, in full acknowledgement and discharge of the equality legislation pertaining to all protected characteristics, and also legislation pertaining to the environment.
13. To work with the Cabinet Member for Neighbourhood Services to identify further opportunities for district working as appropriate.
14. To be the lead member in a district for corporate campaigns and ensure the involvement of Ward Members in supporting this activity.
15. To work, as appropriate, through formal and informal partnership with voluntary, private sector and other public sector interests to enhance the economic, social and environmental wellbeing of the local community.
16. To support the development of a strong Voluntary, Community and Faith sector which can work with the District Team in improving the quality of life of local people, and encouraging the active involvement of residents in this.
17. To promote the Voluntary, Community and Faith sector as a key driver of local productivity, recognising the contribution of this sector in improving the economy and enterprise of the district.
18. To champion events, festivals and celebrations across the district.
19. To provide leadership in building strong cohesive communities within and beyond the district.
20. To promote equality of opportunity and eliminate discrimination.