

Theme Advisor – Existing Job Profile

A Theme Advisor will have a key role in issues that are identified as a priority for the Council within the Corporate Plan, across portfolios or where member input is needed for a specified reason or purpose such as a time limited review.

The role of a Theme Advisor allows members to develop skills that will equip them to progress within the Council and prepare them for future leadership positions. It also gives non-executive members an opportunity to engage more fully with policy development.

The role of the Theme Advisor will complement the responsibilities of Portfolio Holders, and other elected Members with designated responsibilities, but will not usurp their responsibilities.

Role purpose: To be the Council's Theme Advisor for their nominated area/s of special responsibility. The Theme Advisor shall be appointed by the Council.

A Theme Advisor is not able to take decisions on behalf of the Executive or the Council. The role is one of influence and ensuring that issues that fall within their area of responsibility are taken into consideration in decision-making and policy development across the Council.

These are not Executive positions and the Advisor is accountable to the Council.

The post holder will be able to call on officer support in their role. They will provide an annual report to Council.

Main Duties and Responsibilities

1. To liaise with the Executive and support portfolio holders in specifically designated areas connected with their areas of special interest, as agreed by the Leader and Portfolio Holders.
2. To act as the Theme Advisor for their area/s of special responsibility both within and outside the Council.
3. To assist Scrutiny Committee and scrutiny commissions in the development of policies within their area/s of special responsibility.
4. To assist the Executive on budget priorities within their areas of interest.
5. To attend meetings of the Executive, Scrutiny Committee and the relevant scrutiny commissions Panels when matters affecting their area of special interest are being considered.
6. To ensure that all the activities within their areas of responsibility are undertaken bearing in mind the Council's corporate aims.
7. To attend meetings of outside bodies, as appropriate, within their areas of interest, and liaise with the appropriate portfolio holder in so doing.
8. The Theme Advisor shall not have delegated decision-making powers but will seek to raise the profile of their area of responsibility, leading and engaging with the community and partners.