

Portfolio A job description

- Combines responsibilities as a Councillor, Deputy Chair or Chair of a Subcommittee and Portfolio responsibilities.
- Ensure progress is made towards the council's strategic priorities and projects within their portfolio responsibilities
- Assisting the council to meet its strategic objectives
- Enhance relationships with key stakeholders
- collaborate with committee chairs and other portfolio leaders where objectives are shared
- work effectively with council officers
- attend any advisory groups or external appointments made and ensure an alternate is available if they cannot attend projects and activities
- as far as possible attend council launches of new activities and projects in their area of responsibility
- Keep the Mayor informed of emerging issues
- maintain a no-surprises approach for elected members and staff
- for the term of the triennium unless amended by a decision of the Council

Portfolio B job description

- Combines responsibilities as a Councillor, Community Board and Portfolio responsibilities.
- Ensure progress is made towards the council's strategic priorities and projects within their portfolio responsibilities
- Assisting the council to meet its strategic objectives
- Enhance relationships with key stakeholders
- collaborate with committee chairs and other portfolio leaders where objectives are shared
- work effectively with council officers
- attend any advisory groups or external appointments made and ensure an alternate is available if they cannot attend projects and activities
- as far as possible attend council launches of new activities and projects in their area of responsibility
- Keep the Mayor informed of emerging issues
- maintain a no-surprises approach for elected members and staff
- for the term of the triennium unless amended by a decision of the Council