

Role Profile - Portfolio Holder Adviser

A Portfolio Holder Adviser (PHA) may be appointed to support a Portfolio Holder in carrying out their duties.

- (a) A PHA may be appointed to advise and assist a Portfolio Holder in all their duties or to assist in a particular specific area.
- (b) A PHA will have the ability to analyse and understand complex issues, identifying a range of information and evidence on which to base decisions and the ability to chair meetings effectively and facilitate open discussion, as directed by the Portfolio Holder.
- (c) A PHA must develop and maintain the relevant skills to enable them to fulfill their responsibilities. These skills supplement those as an elected Member.
- (d) A PHA will have sound working knowledge of policies and issues at national, regional and local levels.

On appointment, the duties of the PHA must be specified and will be subject to the following general considerations. **A PHA will have no decision-making powers.**

Within their specified duties a PHA will:

1. Lead on specific activities for the development of policy as defined by the Portfolio Holder, and brief the Portfolio Holder accordingly **but will have no decision-making responsibilities.**
2. Assist the Portfolio Holder in establishing and maintaining professional, effective and efficient working relationships with opposition groups, chairs of committees and with other Councillors.
3. Undertake such responsibilities as may arise or be required from time to time **other than decision-making.**
4. Deputise as required for the Portfolio Holder within the limits or conditions set by the Portfolio Holder **where this does not require direct Executive decision-making.**
5. With the consent of the Leader, attend and speak at Cabinet meetings (without voting rights) when their area of activity is under consideration.
6. Assist the Portfolio Holder to manage their workload and deal with such issues or projects (whether long term or time limited) as shall be agreed between them.
7. Develop direct, effective working contacts with Corporate Directors, Directors and Heads of Service and their staff and external partners, and assist the Portfolio Holder with maintaining effective policy and management links with them.

8. Assist the Portfolio Holder in building links with other public agencies, the private sector, voluntary sector and community groups to encourage participation, partnership working and reach out to communities of interest.
9. Act as a point of contact for the Portfolio Holder with the relevant political group.
10. Advise and support the Portfolio Holder on particular and ad hoc issues and opportunities arising from their own participation in Council activity and externally, and also on strategic issues.
11. Help to promote specific media opportunities relating to key projects, with regular feedback to the Portfolio Holder.