

Job Description

Councillor Huon Valley

Purpose of the role of a Councillor.

1. **Leadership** Be or be able to become an effective leader in the Huon Valley community
2. **Open decision-making** Ensure transparent decision making in council business
3. **Conduct** Conduct yourself in a way that enhances and maintains the credibility of Huon Valley council and local government as a whole
4. **Accountability** Be accountable for understanding and meeting Huon Valley's Community needs
5. **Learning** Demonstrate a commitment to life long learning and be prepared to undertake the necessary learning to be an effective Huon Valley councillor

Councillor Handbook Office of Local Government NSW Government (2021)

Skills required

1. **Demonstrate good communication skills**
2. **Demonstrate experience of and/or ability to engage with the community**
3. **Demonstrate problem solving and analytical skills**
4. **Demonstrate teamwork skills**
5. **Demonstrate organisational skills**
6. **Demonstrate leadership qualities of integrity and transparency and inclusion**
7. **Demonstrate being able to work collaboratively**
8. **Demonstrate a history of ethical and accountable behaviour**

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Duties and responsibilities

1. **Represent the community;**
2. **Act in the best interests of the community;**
3. **Facilitate communications by the council with the community;**
4. **Participate in the activities of council; and**
5. **Undertake duties and responsibilities as authorised by council.**
6. **The functions of councillors acting collectively as the council are to:**
7. **Develop and monitor the implementation of strategic plans and budgets;**
8. **Determine and monitor the application of policies, plans and programs for: - the efficient and effective provision of services and facilities; - the efficient and effective management of assets; -**
the fair and equitable treatment of council employees;
facilitate and encourage the planning and development of the municipal area;
appoint and monitor the performance of the General Manager;
determine and review the council's resource allocation and expenditure activities; and
monitor the manner in which services are provided by the council.

Becoming a Councillor A guide for Prospective Councillors LGAT (2009)