

Assistant to the Executive – The Role

An Assistant to the Executive may be appointed by the Leader of the Council to support the Executive on specific areas of executive business. Such appointment shall be reported to the County Council and the role remit and title will be set out and described in the County Council's Constitution.

An Assistant to the Executive will principally be linked to the relevant service department, but engagement is required across all departments of the County Council within the remit of the role.

Key Functions:

- To directly support and advise the Leader, Deputy Leader and Cabinet on issues within the remit of the role.
- To support the development of and maintain political links with key partner organisations within the remit of the role.
- To attend relevant Select Committee meetings, Advisory Panels and Boards and Executive Member Decision Days within the remit of the role.
- To actively support and represent Executive Members where appropriate and within the remit of the role.
- To promote and assist in the establishment and maintenance of partnership arrangements, engagement and communication with key local community and/or special interest and campaigning groups within the remit of the role.
- To assist in developing and managing engagement with key agencies within the remit of the role.
- To promote Hampshire County Council's objectives, policies and priorities within the remit of the role.
- To provide advice to support Executive Members in relation to the political impacts and management of County Council policy and service delivery developments linked to the extensive programme of transformation and change operating across all departments within the organisation within the remit of the role.

The role does not carry Executive decision-making powers but does provide political support and advice to any relevant Executive Member in fulfilling their role as required.

Key outcomes:

The essence of the Assistant to the Executive role is to help support and co-ordinate political engagement and to provide political advice and support for the developing work of the County Council in respect to the specific remit appointed to by the Leader and set out in the Constitution.

An Assistant to the Executive provides valuable additional capacity to enable the Executive to meet the challenges facing the County Council on specified issues, responding and taking into account levels of public and political interest. This may include the formation of a broad coalition or partnership across multiple agencies and groups to deliver an effective response to such challenges.