



Member Mentor Role Description

1. Accountabilities

- Before undertaking work with a mentee the mentor will agree to act within the 'Code of Practice for Member Mentors' contained within the WLGA's Guidance for Member Mentors.

2. Role Purpose and Activity

Offering support

- To develop an active partnership with the mentee
- To be an advocate for the Council in developing a reciprocal learning process with the mentee, sharing resources and experience for mutual benefit
- To promote and facilitate networking
- To be responsive to the developing needs of the mentee
- To provide information and guide the mentee in identifying learning needs and developing a learning plan
- To act as a guide and coach on current practice and protocol
- To ensure regular contact and feedback is given to the mentee to support Development

Creating challenge

- To participate in reflective activities with the mentee to share experience, understanding, and to facilitate the evaluation of learning

Facilitating vision and identity with the mentee undertaking a new role

- To promote governance, ethical standards and relationships in the Council's affairs
- To provide community leadership and promote active citizenship
- To promote and support open and transparent government
- To support, and adhere to respectful, appropriate and effective relationships with employees of the Council
- To adhere to the Member's Code of Conduct, the Member/Officer Protocol and the highest standards of behaviour in public office

Personal and role development of the mentee

- To actively seek opportunities which support the personal and role development of the mentee

3. Likely qualities of a good Member Mentor

- Demonstrates commitment to the values of the Council and the following values in public office:
 - ✓ Openness and transparency
 - ✓ Honesty and integrity
 - ✓ Tolerance and respect
 - ✓ Equality and fairness
 - ✓ Appreciation of cultural difference
 - ✓ Sustainability
- Is trained in the role of mentor and able to:
 - ✓ Give effective feedback
 - ✓ Develop rapport
 - ✓ Communicate well
 - ✓ Show an interest in developing others
 - ✓ Share their own experiences
 - ✓ Facilitate without instructing or steering
 - ✓ Create a supportive but challenging environment in developing others
 - ✓ Demonstrate enthusiasm and commitment to the role

4. Values

- To be committed to and demonstrate the following values in public office:
 - ✓ Working as one team
 - ✓ Focus on our customers
 - ✓ Listen to improve
 - ✓ Strive for excellence
 - ✓ Act with Integrity
 - ✓ Take personal responsibility