

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:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability