



## 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