

Aldermanic Sheriff – Job Description

Appointment:

- Elected by the Livery at Common Hall ¹

Overall Responsibilities:

(in addition to those of an Alderman)

- To serve as a Member of the Courts of Alderman and Common Council and, where possible, to participate in the associated activities
- To attend and support the Lord Mayor
- To officiate at the sessions at the Central Criminal Court
- To use the experience gained to prepare for higher office

Main Tasks and Responsibilities:

- To attend and support the Lord Mayor in carrying out his/her official duties; this includes City functions and national and international visits undertaken by the Lord Mayor on behalf of the City of London Corporation and the Business City.
- To officiate (together with the Non-Aldermanic Sheriff) at the Central Criminal Court; in particular, entertaining Her Majesty's Judges and guests at lunch each day; this involves undertaking an important ambassadorial role on behalf of the City of London Corporation and acting together with the Non-Aldermanic Sheriff as part of a fully committed and supportive team.
- To make the substantial commitment that is required to fulfil the obligations and duties of the Shrieval Year (September – September) and being regularly available at his/her accommodation at the Old Bailey.

¹ Progression towards the Office of Sheriff is subject to a formal appraisal process designed to identify candidates of sufficient calibre and ability to have the support of the Court of Aldermen when they are put forward for election by the Livery at Common Hall. The process, which involves a minimum of one interview as candidates progress towards Office, is directed towards the requirements detailed in these specifications and is conducted by an Appraisal Panel drawn from representatives of the Court of Alderman, the Court of Common Council and the wider Business City.

- To conduct meetings and speak at functions whether in place of the Lord Mayor (in his/her absence) or in the Sheriff's own right.
- To attend meetings of Common Hall.
- To take charge of, and conduct, the business of Common Hall in the absence of the Lord Mayor (i.e. at the election of the Lord Mayor, once the Lord Mayor and Senior Alderman have withdrawn) with the support of the Common Serjeant and other City Officers.
- To use the experience gained as Sheriff and to pay close attention to the requirements of the job and person specifications relating to the Lord Mayor as part of the preparation for higher office.

Aldermanic Sheriff – Person Specification

Essential	Attributes	Other Expectations
<p>Electoral Requirements</p> <ul style="list-style-type: none"> • to be a Member of the Court of Aldermen • to be nominated by 15 Liveryman 	<p>Personal Attributes</p> <ul style="list-style-type: none"> • knowledge of the history and traditions of the City, its institutions and the Livery • knowledge, preferably combined with experience gained at senior level, of the Business City • a good understanding of the way in which the City works and the issues affecting it • the capability and willingness to make the substantial commitment necessary to undertake and fulfil the Office of Sheriff • absolute integrity, both personal and professional • a record of high professional achievement, preferably in a City financial or business related service • drive and commitment • personality • good and proven public speaking ability • socially at ease, articulate, diplomatic and politically astute 	<p>There are financial implications to carrying out the Office of Sheriff. For example, the City Corporation provides a Sheriff's Budget Allowance which meets most of the costs of the Shrieval Year. In addition, contribution from his/her private resources towards the costs of the Shrieval Year.</p> <p>To be an active Liveryman.</p>

Essential	Attributes	Other Expectations
	<ul style="list-style-type: none">• the potential to develop the skills and qualities required for higher office and the dedication to work towards, and prepare for, such an eventuality <p>General Attributes</p> <ul style="list-style-type: none">• must command the support of, and have the endorsement of, the Court of Aldermen and the Livery• to be prepared to participate, as part of the preparation for higher office, in a system of regular appraisal by the Court of Aldermen	