

## **Job description for individual Aldermen**

This job description should be read in conjunction with the terms of reference for the Court of Aldermen as a whole which includes further details on the role of Aldermen.

### **Overall responsibilities**

- to serve as a member of the Court of Aldermen and the Court of Common Council
- to act as duty Alderman at the Central Criminal Court on a monthly rota to promote the role of the Old Bailey in upholding the rule of law
- to lead the team of elected Members in individual Wards
- to support and promote the City of London as a world leader in financial and professional services
- to engage widely with the Civic City to broaden their network and support the Lord Mayor
- to use experience gained to prepare for progression to the Shrievalty and to Mayoralty. Whilst all Aldermen may seek to become Sheriff and Lord Mayor not all will necessarily succeed.

### **Main areas of activity**

To work proactively as a member of the Court of Aldermen including sitting on the General Purposes Committee and Privileges Committee of Aldermen.

To act as a team member of the Court of Aldermen to ensure the wide range of experience and talent is used effectively.

To participate fully in City of London Corporation business by serving on different Committees including the Court of Common Council

To support the Lord Mayor in promoting financial and professional services, including representing the Lord Mayor at official events.

To represent the Lord Mayor at the Old Bailey as required including hosting lunch for Her Majesty's Judges and guests (approx. 10 duties per annum).

To seek opportunities to widen the reach of the Court of Aldermen and market the work of the City of London/Corporation

To lead the team of Common Councilmen in Wards to engage with constituents and participate in the activities of Livery Companies and Ward Clubs.

To act as Returning Officer for non-Aldermanic City elections held in individual Wards (next full set of elections due in March 2017).

To promote and demonstrate effective charitable work including encouraging others to undertake a wide range of activities.

To serve as a trustee, governor or representative on a variety of boards of schools, hospitals, charitable foundations and trusts.

To encourage suitably qualified candidates with a broad range of experience to take an interest in the work of the Court of Aldermen with a view to standing for election as in the future.

When joining the Court of Aldermen, to undertake a programme of induction as appropriate to understand fully how the Court and City of London Corporation function.

To continue personal development and training to prepare for progression, including in public speaking and relations with the media.

## **Appraisal**

Aldermen who intend to apply for the formal process to undertake the office of Sheriff and then Lord Mayor, should arrange an annual appraisal discussion with a senior Alderman to assess their progress over the year in four key areas:

- (a) Professional career and personal achievements;
- (b) Knowledge of, reputation and engagement with the business and financial City;
- (c) Knowledge of, reputation and engagement with government and the diplomatic community;
- (d) Knowledge of, reputation and engagement with the Court of Common Council, City of London Corporation and the Livery.

The discussion would identify further areas for development over the next year.

## Aldermen – Person Specification

Essential	Attributes	Other Expectations
<p><b>Electoral Requirements</b></p> <ul style="list-style-type: none"> <li>• aged 21 years or more</li> <li>• British subject</li> <li>• Freeman of the City</li> <li>• at the time of nomination and election is a Justice of the peace</li> </ul> <p><b>or</b></p> <ul style="list-style-type: none"> <li>• a person is qualified for office of Alderman provided that they are not or have never been convicted of an imprisonable offence (even if they were not actually imprisoned or the conviction has been spent)</li> </ul> <p><b>nor</b></p> <ul style="list-style-type: none"> <li>• the subject of a debt relief restrictions order or interim debt relief restrictions order, a bankruptcy restrictions order or interim order, or a debt relief restrictions undertaking.</li> <li>• to submit to re-election within a 6-year period</li> </ul>	<p><b>Personal Attributes</b></p> <ul style="list-style-type: none"> <li>• knowledge of the history and traditions of the City, its institutions and the Livery</li> <li>• knowledge or experience of the Business City</li> <li>• absolute integrity, both personal and professional</li> <li>• a record of high professional achievement</li> <li>• drive and commitment</li> <li>• good public speaking ability</li> <li>• socially at ease, articulate, diplomatic and politically astute</li> <li>• ability to work in a team</li> </ul>	<p>There are financial implications to carrying out the Office of Alderman and preparing for higher office.</p> <p>There is a time commitment to undertaking the Office of Alderman which equates to approximately 1 or 1.5 days per working week together with a number of evening functions which average 1 or 2 per week. The time commitment increases as candidates approach the offices of Sheriff and Lord Mayor.</p>