

## **Aldermanic Sheriff – Job Description**

### **Appointment:**

Elected by the Livery at Common Hall. <sup>1</sup>

### **Overall Responsibilities:**

(In addition to those of an Alderman)

- 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 progression to the Mayoralty.

### **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, hosting 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.
- 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.

---

<sup>1</sup>Progression towards the Office of Sheriff and Lord Mayor is subject to a formal appraisal process designed to identify candidates who demonstrate the required skills, experience and qualities as set out in the Shrieval and Mayoral job descriptions and person specifications and who, with the support of the Court of Aldermen, are then put forward for election by the Livery at Common Hall. The process, which requires a series of interviews as candidates progress towards Office, is conducted by the Shrieval and Mayoral Interview Panel comprising of representatives of the Court of Aldermen, the Court of Common Council and representatives of the wider Business City who are commonly referred to as the Independent Panel Members.

- 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in the absence of the Lord Mayor (i.e. at the election of the Lord Mayor, once the Lord Mayor and Senior Alderman have withdrawn) with the support of the Common Serjeant and other City Officers.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.

### **Commitment**

- The Aldermanic Sheriff shall reside at the Old Bailey for the year, which runs from September to September.
- The role does not require a full-time commitment.
- The Aldermanic Sheriff, in collaboration with the other Sheriff, will be expected to produce a Shrieval Plan for their year in Office. The Plan will outline the Sheriffs' priorities and activities for the year ahead in order to meet the responsibilities of the role. The plan should be compiled in consultation with The Recorder, the Common Serjeant, a selection of Judges, a selection of Aldermen, the Chair of the Policy & Resources Committee, and staff of the City of London Corporation. The Plan is submitted to the General Purposes Committee of Aldermen in late autumn and is reviewed at the end of the Sheriffs' term of Office.

### **Essential Electoral Requirements**

- To be a Member of The Court of Aldermen
- To be nominated by 15 Liverymen.

### **Person Specification**

The following Person Specification applies to the offices of both the Shrievalty and Mayoralty as progression to the Shrievalty is seen as a stepping stone to progression to the Mayoralty and therefore the skills, knowledge and personal qualities set out in the Person Specification are applicable for all those seeking progression to High Office.

To fulfil the requirements of Office of Lord Mayor, an individual must have a significant track record and be recognised as a leader in their field, have an extensive network and also the personal qualities that will enable them to fulfill the duties of a high-profile public office. Suitability to progress to High Office will not be determined solely on the basis of a candidate having a background in financial or professional services. However, the Lord Mayor must have the right balance of knowledge, skills and personal qualities to fulfil the requirements of Office.

Notwithstanding the requirements to be a serving member of the Court of Aldermen, candidates for the Office of Sheriff should expect to be assessed against the following list of key qualities, skills and experience, noting that the list is not exhaustive. Appraisal at the Shrieval stage is to determine whether a candidate demonstrates the ability to progress, after a period of time, to the Mayoralty.

Full details regarding the Aldermanic Appraisal process can be accessed [here](#):

| Track Record  | Relationships   | Personal Qualities  |
|---|---|---|
| Has a record of high professional achievement, preferably in a City financial or professional business-related service. | Has extensive personal and business networks outside of own industry.   | Demonstrates absolute honesty and integrity, both personal and professional and good character.                               |
| Has a wide understanding of the commercial business environment, breadth as well as depth.                              | Has an in depth understanding of how government, regulators and trade bodies work.                                  | Demonstrates sound judgement.   |
| Is able to articulate business propositions and drive business development.   | Has good links into government / relevant government bodies.  | Is able to maintain confidences.  |
| Has experience of international business development and/or international board experience.                             | Has a proven ability to work as part of a high performing team in a collaborative manner.                           | Has strong interpersonal skills – socially at ease; articulate; a good listener.  |
| Is widely recognised as a leader within one or more specific industries.  | Is diplomatic and politically astute with a wide range of stakeholders.   | Understands and adheres to the Nolan Principles.  |
| Has experience that commands the respect of the business City.  | Is sensitive and reactive to the cultural and social dynamics within the business City, the UK and internationally. | Demonstrates drive, commitment and reliability ( <i>noting the expected time commitment set out in the job description</i> ). |
| Has a track record of community, charity or other philanthropic activity.   | Has an understanding of the impact on others.   | Has good public speaking skills; a forceful and credible orator; able to flex style to  |

|  |  |   |
|--|--|---|
|  |  | suit different cultural/social situations.  |
| Has a track record of being open to change and new ways of working.                    | Is able to build and maintain constructive relationships (with multiple stakeholders). | Is supportive, collaborative and egalitarian.<br><br>A recognition that it is not about the individual but the role.<br><br>Has a high level of emotional intelligence. |
| Is able to master complex briefs and to argue a case coherently.                       |  | Is experienced, adept and confident in handling complex briefs.<br>An engaging and approachable communicator.   |
| Has knowledge and experience of the history and traditions of the City and the Livery. |  | Has an understanding of the impact on others.<br><br>Is able to work collaboratively.   |
| Has experience of dealing with the media in a professional context.                    |  | Is adept and confident in handling mainstream media.  |