



Job Description

Job Title:	Chief Executive and Mayoral Strategic Lead
Directorate/Team:	Chief Executive / Mayoral Office
Location:	16 Summer Lane
Responsible to:	Chief Executive
Responsible for:	Mayoral Support Manager, Chief Executive Support Manager, Mayoral Policy & Casework Officer, Mayoral Office Executive and Executive Assistant, Chief Executives Office
Key working relationships: (internal)	Mayor, Senior Leadership Team, Mayoral Office, Wider Chief Executive's office.
Key working relationships: (external)	Stakeholders within Local Authorities, Local Councillors, members of parliament from across the West Midlands, Government and non-Government departments, other Combined Authorities.

Purpose of the Post

To work directly with the Chief Executive, Mayoral team and Senior Leaders at the West Midlands Combined Authority to ensure the delivery of a coordinated executive and strategic advisory function that enables the Chief Executive to successfully discharge their functions in a way that enables the WMCA to achieve its ambitions for the benefit of the whole region.

The post holder will provide coordinated and comprehensive horizon scanning in order to further the strategic vision of the WMCA and ensure that the Chief Executive is fully aware of future matters that may impact that vision. This will include working closely with the Mayoral Team to maintain a strategic overview of the local, national and political context and to identify potential issues and opportunities.

Accountabilities

- To lead, manage and co-ordinate the Chief Executive Team, supporting the delivery of the Mayoral and Chief Executive priorities and initiatives, ensuring continuous service development and improvement, delivering a consistently high-quality service and cost-effective use of resources.
- To provide day-to-day leadership of the Operational Unit of the Mayoral Office, ensuring continuous service development and improvement, delivering a consistently high-quality service and cost-effective use of resources.
- To ensure the effective running of the Chief Executive Office with overall responsibility for the advisory, operational, communication and engagement functions.
- Provide effective leadership to the Chief Executive Office team, ensuring the highest possible standards of work and performance in supporting the activities of the Chief Executive.
- Provide support in managing the Chief Executive's relationships with local partners, regional and sector bodies, and regional and national government.
- Designated 'budget holder' with overall accountability for a group of budgets.

Responsibilities

Strategic

- Ensure team objectives and priorities are aligned with the WMCA's Annual Business Plan.
- Contribute to the development of the organisation's direction, strategy, ambition and priorities under the Direction of the Chief Executive
- Act as a key point of liaison between the Mayor & Executive Office and the Senior Leadership Team in implementing an effective process for the Mayor and Chief Executive to track the delivery of plans and initiatives and coordinating the development of emerging Mayor and Chief Executive priorities into deliverable policies.
- Work closely with the WMCA's Executive Directors to ensure the Mayor's and Chief Executives priorities are delivered at pace.
- Agree with the Mayor and Chief Executive and senior team members on the strategy for the work of the Mayoral and Chief Executive teams
- Engage effectively with colleagues across the Combined Authority to assist in the development and delivery of all relevant Mayoral and Chief Executive strategies and plans.
- Work flexibly and with integrity to meet the needs of the WMCA and Mayoral team and Chief Executive Office functions.

People

- Provide leadership, development and support to the Chief Executive and Mayoral Operations team, ensuring their development, managing direct reports in accordance with WMCA's published HR policies, procedures and ensuring performance reviews are completed.
- To provide high quality advice on all key aspects of policy, strategy and decision making and to ensure that these are appropriately translated to achieve the outcomes for the region.
- Coordinate and as required, lead on meetings with Executive Directors and maintain a close understanding of their portfolios of work.
- Represent the interests and priorities of the Mayor and the Combined Authority, working closely with relevant teams to ensure clear communication.
- Develop strong, effective, and influential working relationships, contributing to corporate leadership and collaborative working across WMCA.
- Develop and maintain good relationships with external stakeholders, acting as an ambassador for the Chief Executive to anticipate and resolve issues and conflicts, and to foster a culture of collaboration.
- Work closely with the Chief Executive, Executive Directors, and portfolio holders to ensure a co-ordinated approach in delivering and communicating priorities, using the influence of the Mayor and the Mayor's Office.
- To deliver a comprehensive support function to the Chief Executive, ensuring that they are fully briefed for all meetings, have high-quality notes and presentations for speaking engagements and to accompany them when appropriate throughout any visits or engagements.
- Work closely with the WMCA's Head of Communications to ensure a co-ordinated communications approach.
- To attend internal and external formal and non-formal meetings with or on behalf of the Chief Executive.

Operational

- Support the leadership of the Mayoral and Chief Executive teams with the delivery of the activities of the Mayor and Chief Executive, ensuring the highest possible standards of work and performance.
- Provide high-level policy, communications, operational, and budgetary advice to the Chief Executive.
- Monitor delivery progress on behalf of the Mayor and Chief Executive and provide direct oversight and support.
- Work with the Head of Communications to support in the management of press releases, press relations and correspondence with the local and national media on behalf of the Mayor and Chief Executive.
- Ensure the Chief Executive's diaries reflect priorities and that all engagements are time efficient.
- Ensure the Mayor's casework and correspondence is effectively managed and overseeing the responses to complex, confidential and sensitive issues on the Mayor's behalf.
- Ensure that WMCA Board papers are of sufficient quality and reflect Mayoral and Chief Executive priorities
- Lead specific ad hoc projects on behalf of the Chief Executive.
- To understand and comply with relevant legal, regulatory, policy and procedural requirements and standards and escalate/report concerns to relevant officers as soon as appropriate.
- Ensure that the Chief Executive's time is effectively used in delivering priorities

Financial
<ul style="list-style-type: none"> Manage, monitor and control all financial resources and budgets for the Chief Executive Office in accordance with financial guidance, ensuring accountability, following the appropriate governance processes for dealing with any financial activities. Oversee and control the Chief Executive Office budget, following the appropriate governance processes and ensuring all activities are cost-effective and deliver value for money.
Other
<ul style="list-style-type: none"> Represent the WMCA in a professional manner. Respond rapidly to urgent operational or communications issues, including outside regular office hours Undertaking such tasks as may reasonably be expected commensurate with the scope and level of the role.

Person Specification					
Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
Experience	E	D	A	I	T
Leading and managing teams in a political environment	X		X		
Leading teams with a busy and demanding workload and fast changing priorities to set deadlines	X			X	
Working with senior stakeholders such as Government Ministers and senior business leaders, with the ability to build trusting relationships.	X		X		
Skills / Knowledge	E	D	A	I	T
Understanding of the organisational landscape of the local public sector in the West Midlands, and a high degree of financial and commercial awareness of the activities of businesses and public sector organisations	X			X	
Highly developed communication skills with the proven ability to lead, influence, negotiate and challenge.	X			X	
Excellent team leadership skills with evidence of leading by example, managing, empowering and motivating people and teams to deliver and grow.	X			X	
Ability to build collaborative, trusting and productive relationships with Senior Leaders	X			X	
Highly organised, able to prioritise and handle change, and to lead a team to work effectively under pressure and to deadlines, with the ability to delegate tasks effectively.	X			X	
Ability to deal discreetly and diplomatically with sensitive and confidential matters	X			X	
Budget management skills to enable the delivery of a high-quality service within allocated resources	X			X	
Analytical skills to interpret management information and produce management reports.	X			X	
Understanding and political awareness of the complexities involved in working within a combined authority, including the ability to exercise sound judgment on potentially sensitive matters.		X		X	
Good understanding of policy in the WMCA policy portfolio areas, in addition to knowledge and understanding of relevant regional, national legislation, policies, and developments.		X		X	
Understanding of the challenges and opportunities facing the region		X		X	
Qualification / Education / Training	E	D	A	I	T
Degree level of education or equivalent experience	X		X		

Key: A = Application, I = Interview, T = Testing/Assessment

Core Expectations

Health, Safety & Wellbeing	All employees have a duty to take reasonable care for the health, safety, and wellbeing of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health, safety, and wellbeing.
Equality & Diversity	Promote and champion equality and diversity in all aspects of the role.
Learning & Development	Participate in and take responsibility of any learning and development required to carry out this role effectively.
Performance Management	Actively engage in the performance management process and take responsibility for managing performance outcomes.
GDPR	Ensure the reasonable and proportionate protection, processing, sharing, and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.
Adherence to Policies	Be aware of and comply with all organisation policies.
Other	There may be a requirement to work outside normal office hours on occasion, including a requirement to work within stakeholder and partner offices within the WMCA constituent area on a regular basis.

Values

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

Value	Competency	Behaviour
Collaborative	Team Focussed	Works as part of team, managing and leading.
	Service Driven	Customer, resident, and partner focussed.
Driven	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
Inclusive	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
Innovative	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

Additional Post Requirements

Essential Car User		Politically Restricted Post		Disclosure and Barring Service (DBS)				Vetting	
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Basic <input type="checkbox"/>	Standard <input type="checkbox"/>	Enhanced <input type="checkbox"/>	None <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Job Evaluation Details

Date Evaluation Agreed	Job Family	Level/Grade	JEP Reference
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