

Job Description

Job Title:	Mayoral Strategic Advisor
Directorate/Team:	Mayoral Office
Location:	16 Summer Lane or other site/location
Responsible to:	Chief of Staff
Responsible for:	Up to 1 Assistant/Officer role
Key working relationships: (internal)	Mayor, Chief Executive, Executive-Directors
Key working relationships: (external)	Advisors, Taskforces, MPs, Councillors, Community Leaders

Purpose of the Post

The Mayoral Strategic Adviser provides strategic advice, coordination and stakeholder management support to the Mayor, Chief of Staff and Mayoral Office. The role is responsible for ensuring that Mayoral priorities are translated into coordinated activity across the Combined Authority, partners and key stakeholders, and that the Mayor is provided with timely advice, briefings and information to support effective decision-making and engagement.

The post holder will build and maintain relationships with senior stakeholders, including MPs, local authorities, public sector partners, business representatives and community leaders, and will coordinate engagement activity to support the delivery of Mayoral priorities. The role will also oversee strategic planning, stakeholder engagement and high-profile events on behalf of the Mayor, ensuring activity is aligned with regional objectives and political priorities.

A key focus of the role will be supporting the transition of new responsibilities to the Mayor, including:

- The appointment and support of a Mayoral Commissioner for Communities and Public Services to represent the Mayor in relation to fire and policing matters;
- The transfer of fire responsibilities to the Mayor;
- The transfer of policing responsibilities to the Mayor.

The post holder will work across these areas to ensure the Mayor and Mayoral Commissioner are provided with the advice, coordination, stakeholder engagement and briefing support necessary to discharge their responsibilities effectively and respond to an evolving political and operational environment.

Accountabilities

- To provide high-level strategic co-ordination and support to the Mayoral Office and Director of Mayoral Strategy, helping to ensure the effective delivery of Mayoral priorities, particularly those relating to the Mayoral Commissioner for Communities and Public Services and the Mayor's responsibilities for fire and policing.
- To ensure the efficient operation of the Mayor's strategic office by overseeing key staff, managing workflows, and delivering on strategic objectives.
- To support the Mayoral Office by ensuring alignment across teams and co-ordinating high-quality briefings and information from across the organisation.
- To oversee the advisory side of the Mayor's office - including events, and stakeholder engagement - to ensure all activities are well-coordinated alongside Combined Authority Officers – and that they are impactful, and aligned with strategic priorities.

- To assist the Mayor in attending key meetings and events related to Mayoral and WMCA priorities by providing comprehensive written and verbal briefings and speeches
- To foster strong connections with political leaders and collaborate with partners at international, national, and local government levels.

Responsibilities

Strategic

- Lead the development and implementation of the Mayor's stakeholder engagement strategy, ensuring alignment with political and regional priorities
- Oversee the delivery of key strategic projects, tracking progress, addressing risks, and ensuring they align with the Mayor's vision.
- Maintain a strategic forward plan for the Mayor's activities, engagements, and priorities.
- Work closely with MPs, local leaders, and external stakeholders to deliver on regional priorities.
- Support the Mayor with briefings on all areas of activity to ensure informed decision-making.
- Work flexibly and with integrity to meet the needs of the WMCA and the Mayoral Office.

People

- Provide high-quality strategic briefings, analysis and co-ordination to the Chief of Staff, collating information and updates from relevant WMCA teams to support the effective operation of the Mayoral Office.
- Initiate and develop new partnerships and networks, playing a pivotal role in advancing the Mayor's strategic plans to establish a comprehensive programme of engagement, discussion, and dialogue with key stakeholders (including Ministers, MPs, Council leaders, civil servants, advisors, think-tanks and the private sector).
- Develop the Mayor's external advisory team, including Chairs of Mayoral Taskforces - ensuring a high performance culture.
- Act as the key escalation point within the Mayoral Office, ensuring smooth coordination between external partners and officers.
- Delegate and oversee tasks related to policy development, stakeholder engagement, event planning, and briefings.

Operational

- Manage the operations of the Mayor's political schedule, ensuring optimal use of resources and effective engagement.
- Direct Executive Assistant to Mayoral Commissioner for Communities and Public Services to ensure that Commissioner uses their time most effectively and is adequately prepared for all engagements
- Establish robust monitoring and reporting systems for tracking activities, engagements, and delivery milestones.
- Ensure seamless planning and execution of high-profile events, ministerial visits, and public engagements. Working in partnership with the CA Events team and proactively engaging think-tanks to deliver appropriate Mayoral presence at think-tank events.
- Develop and implement strategic approach, in partnership with Chief of Staff and Mayoral Strategy Director, to optimise work of Mayoral office with CA Public Affairs and Member Engagement Teams.
- Oversee and manage the Mayor's calendar, ensuring that all engagements are strategically aligned with overarching objectives Monitor and address gaps in stakeholder engagement, prioritising activities that contribute to manifesto delivery.
- Support the development of briefing notes, reports, and agendas to ensure well-prepared interactions with key stakeholders.
- Ensure the Mayor's engagements are well-coordinated, impactful, and aligned with broader priorities
- Lead specific ad hoc projects on behalf of the Mayor or Director of Mayoral Strategy.

Financial

- Responsibility for allocations of Mayoral Priorities Fund as relevant to community safety and Mayoral Commissioner for Communities and Public Services more broadly
- Advise the Mayor on budget allocation and resources strategically, ensuring efficient financial management and oversight.
- Ensure cost-effective event planning and stakeholder engagement, aligning budget use with strategic priorities.

- Monitor financial implications of Mayoral commitments, ensuring sustainability in operations and projects.
- Ensures Value for Money and follows the appropriate governance processes for dealing with any financial activities

Other

- Represent the Mayor's Office in high-level meetings and engagements as needed.
- Represent the WMCA in a professional manner.
- Undertake 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?		
	E	D	A*	I*	T*
Experience					
Proven track record in delivering complex initiatives, managing teams, and providing high-quality briefings.	X				
Strong project management skills operating in political arena, consultancy, public service or civil service	x				
Demonstrable knowledge of stakeholder engagement and event planning.	X				
Strong network within UK political and civic circles.	X				
Significant experience managing senior stakeholders, including government officials, MPs, and civic leaders.	X				
Experience working fast-paced and politically sensitive environment.	X				
Experience overseeing high-profile events, briefings, and ministerial visits.	X				
Skills / Knowledge	E	D	A*	I*	T*
Strong political acumen and understanding of local, regional, and national governance structures.	X				
Exceptional stakeholder engagement and relationship management skills.	X				
Excellent written and verbal communication skills, with the ability to produce high quality briefings.	X				
Strong strategic thinking, problem-solving, and decision-making abilities.		X			
Proven ability to manage competing priorities, ensuring efficiency and impact.	X				
Knowledge of manifesto delivery processes and regional policy landscape.		X			
Qualification / Education / Training	E	D	A*	I*	T*
Degree qualified	x				
Professional development in leadership, strategic planning, or political advisory roles.		X			
Evidence of continuous professional development in relevant areas.		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.
Matrix Working	Work in a matrix way when required by actively collaborating across traditional boundaries—such as directorates, functions, or geographic areas—to achieve shared goals. Depending on your role, you may contribute to multiple projects or workstreams, often working alongside different teams and leaders.
Business Continuity	All staff should actively participate in business continuity training and exercises when required, ensuring they understand and follow business continuity plans and procedures to maintain organisational resilience during disruptions.
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

Collaborative	We work as one organisation. Together we build trust, connection and shared purpose across teams, partners and residents to create the biggest impact for our region.
Inclusive	We value difference. Creating an environment where people belong, and feel psychologically safe, so we can all thrive and shape a West Midlands built for everyone.
Innovative	We are courageous. We embrace new ideas and challenge the status quo to continuously improve and shape the future of the West Midlands.
Driven	We are focused on outcomes. We perform at our best to unlock productivity and delivery, achieving the greatest regional impact.

Our culture is built on collective leadership, where everyone plays a part in shaping how we work and succeed together. Guided by our values, we create an environment where people feel valued, supported and able to contribute their best. Through behaviours grounded in clarity, care and courage, as set out in our Leadership Statement we are making the West Midlands Combined Authority the best place to work and belong.

Additional Post Requirements

Politically Restricted Post		Disclosure and Barring Service (DBS)				Vetting	
Yes ☒	No ☐	Basic ☐	Standard ☐	Enhanced ☐	None ☒	Yes ☐	No ☒

Job Evaluation Details

Date Evaluation Agreed	JEP Reference	Grade	Job Family
3/3/25	JEP532	SP44-SP48	
Position Reference	CA13250		