



Job Description

Job Title:	Chief of Staff to the Mayor
Directorate/Team:	Mayoral Office
Location:	16 Summer Lane, Birmingham
Responsible to:	Mayor
Responsible for:	Up to 4 direct reports
Key working relationships: (internal)	Mayor, Chief Executive, WMCA Executive Board, Mayoral Office team, wider WMCA teams.
Key working relationships: (external)	Local Authorities, MPs, Government Departments, Public Affairs Representatives, Key Business and Sector Leaders, Regional Partners, Media Representatives, and other Combined Authorities.

Purpose of the Post

The Chief of Staff is the Mayor's most senior advisor responsible for translating the Mayor's strategic vision into deliverable policies, ensuring alignment between political ambition, policy execution, and operational oversight. This role ensures the Mayor's priorities are actioned effectively by the Mayoral Office, West Midlands Combined Authority (WMCA) and external partners.

Acting as the first point of contact for stakeholders engaging with the Mayor, the Chief of Staff ensures that the Mayor's agenda is implemented with pace, precision, and impact. The role requires a deep understanding of public affairs, operations, and policy delivery, providing the Mayor with strategic counsel and ensuring the smooth function of the office.

Additionally, the Chief of Staff is responsible for effectively communicating the Mayor's vision to partners and stakeholders, ensuring it is clearly understood across the region. This includes working across the WMCA and external organisations to maximise alignment with the Mayor's priorities and ensuring that the Mayor's time is used strategically and effectively to drive impact.

Accountabilities

- **Leadership & Oversight:** Directs and manages the Mayor's agenda, ensuring effective implementation of the Mayor's vision through policy development, operational delivery, and public affairs.
- **Strategic Coordination:** Ensures WMCA departments, local authorities, and regional partners align with the Mayor's priorities.
- **Stakeholder Management:** Serves as the primary representative for the Mayor in meetings with government bodies, business leaders, and strategic partners.
- **Operational Delivery:** Ensures effective execution of Mayoral commitments, tracking progress, identifying risks, and implementing mitigation strategies.
- **Public Affairs & Policy Execution:** Engages with government officials, Ministers, regional politicians and public sector partners to advance policy ambitions, lobbying for regional interests and securing investment.
- **Communications:** Works with internal and external stakeholders to ensure the Mayor's vision is well-articulated and that engagements, meetings, media appearances and events contribute meaningfully to the delivery of his agenda.

Responsibilities
Strategic <ul style="list-style-type: none"> • Work with the Mayor to align political and strategic objectives with deliverable policy plans. • Ensure policy decisions are based on strong evidence, stakeholder engagement, and practical implementation considerations. • Identify and exploit opportunities within national and regional government to secure funding and resources. • Advise the Mayor on policy priorities, operational and reputational risks, and regional political dynamics. • Ensure the Mayor's vision is clearly communicated to regional leaders, business groups, and government bodies.
People <ul style="list-style-type: none"> • Ensure high performance in policy formulation, operational execution, communication and public affairs engagement throughout the Mayoral office and WMCA. • Foster collaboration across WMCA departments, local authorities, and regional stakeholders to deliver the Mayor's objectives. • Act as a key liaison between the Mayor's office and senior officers within WMCA, ensuring a productive working relationship between political and administrative functions.
Operational <ul style="list-style-type: none"> • Oversee the execution of major policy initiatives, ensuring timely and effective implementation. • Act as the lead in operational decision-making on behalf of the Mayor, ensuring alignment with his vision. • Provide briefings and updates to the Mayor on the progress of strategic initiatives and operational challenges. • Ensure that the Mayor's priorities are embedded within WMCA's strategic plans and governance processes. • Work with internal teams to ensure the Mayor's time is prioritised effectively, aligning engagements with strategic objectives.
Financial <ul style="list-style-type: none"> • Oversee policy-related budget allocations, ensuring financial sustainability of initiatives. • Work with the WMCA executive team to identify funding sources and secure investment to support Mayoral priorities. • Ensure value for money in policy and programme execution.
Other <ul style="list-style-type: none"> • Represent the Mayor in high-profile meetings, public engagements, and strategic discussions where required. • Ensure Mayoral policy is effectively communicated to internal and external stakeholders. • Monitor national and regional policy developments to anticipate challenges and opportunities. • Lead cross-team collaboration within the Mayoral Office, WMCA, and partner organisations to enhance efficiency and impact.

Person Specification					
Candidates/post holders will be expected to demonstrate the following:		Essential / Desirable		How Evidenced?	
Experience		E	D	A	I T
Proven experience in a senior strategic advisory role within government, public sector, or political environment.		X		X	
Experience of policy development and implementation at a senior level.		X			X
Demonstrated ability to manage high-profile relationships with political leaders, business executives, and public bodies.		X		X	
Strong track record in leading teams, coordinating operations, and ensuring effective delivery of priorities.		X			X
Experience in public affairs, lobbying, or advocacy, with knowledge of government decision-making processes.		X			X

Budget management experience, overseeing financial resources in a public sector or policy environment.		X		X	
Skills / Knowledge	E	D	A	I	T
Strong leadership skills with the ability to motivate teams and drive performance.	X			X	
Political awareness and deep understanding of local, regional, and national government.	X			X	
High-level problem-solving and strategic thinking capabilities.	X			X	
Excellent verbal and written communication skills, with the ability to influence and negotiate at a senior level.	X		X	X	
Understanding of the West Midlands regional challenges, economic landscape, and policy priorities.	X			X	
Experience working in fast-paced, high-pressure environments with competing priorities.	X			X	
Qualification / Education / Training	E	D	A	I	T
Degree in Politics, Public Policy, Business, or a related field, or equivalent experience.	X		X		
Further qualifications in leadership, public administration, or governance.		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 checked="" type="checkbox"/>	No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Basic <input checked="" type="checkbox"/>	Standard <input type="checkbox"/>	Enhanced <input type="checkbox"/>	None <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Job Evaluation Details			
Date Evaluation Agreed	Job Family	Level/Grade	JEP Reference