



Job Description

Job Title:	Chief Executive Support Manager
Directorate/Team:	Chief Executive
Location:	16 Summer Lane or other site/location
Responsible to:	Head of Mayor and Chief Executive's office
Responsible for:	Executive Assistance, Chief Executives Office
Key working relationships: (internal)	Mayoral Office, Senior Leadership Team, Wider Chief Executive's office, WMCA Governance team, WMCA Policy and Integration team.
Key working relationships: (external)	Stakeholders within Local Authorities, Local Councillors and members of parliament from across the West Midlands, Government and non-Government departments, other Combined Authorities, Mayoral Office,

Purpose of the Post

Responsible for supporting the Chief Executive in their day-to-day activities as they lead strategy and delivery across the wider WMCA.

Accountabilities

- To develop a close working relationship with the Chief Executive of WMCA.
- To provide advice on a wide range of issues across the Mayor's priorities and the WMCA's wider remit ensuring that the Chief Executive is fully apprised of both local and national political and non-political matters that may have relevance to the WMCA
- Working collaboratively with teams across the organisation to drive key processes, including formal governance processes, information sharing with the Mayoral team, and performance/delivery monitoring for Mayoral/CA priorities.

Responsibilities

Strategic

- Work flexibly and with integrity to meet the needs of the WMCA and the Chief Executive function
- Work closely with the Mayoral office to deliver an effective interface between development and delivery of the Mayor's priorities, and the wider work of the WMCA led by the Chief Executive
- Horizon scan to identify and analyse emerging issues for resolution.

People

- 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.
- Develop knowledge of the WMCA, assimilate information quickly, and build relationships with the Executive Board and their directorates in order to brief and advise the Chief Executive.
- Develop a trusted relationship with the Chief Executive, acting as a first point of contact on their queries, acting as a sounding board and trusted point of contact on their queries
- Work closely with Governance colleagues to ensure business being taken to internal and external meetings reflects the WMCA's strategic priorities, and horizon scan issues to identify upcoming issues for resolution by the Chief Executive in these forums.

- Build and maintain strong relationships with WMCA teams to understand key priorities and delivery challenges, and effectively raise these with the Chief Executive as required.
- To engage proactively with external stakeholders to help them to understand the WMCA's direction, strategy, ambition and priorities and the implications of these for the stakeholder.
- Support the Chief Executive's internal and external communications.
- To attend internal and external formal and non-formal meetings with or on behalf of the Chief Executive.
- To manage direct report in accordance with WMCA's published HR policies and procedures.

Operational

- Support the Chief Executive in meetings, accurately recording decisions and driving progress on actions.
- Effectively manage the flow of work to the Chief Executive, coordinating and providing high quality, timely advice to inform decisions.
- Work alongside the relevant communications officer and Executive Assistant to help inform and monitor all internal and external communications that relate to the Chief Executive and their office or area of responsibility.
- Work alongside the relevant departmental executive assistants and Personal Assistants to ensure that all administrative and operational matters relating to internal and external meetings attended by the Chief Executive are properly managed.
- Design, implement and maintain the systems required for delivery of the objectives of the function to support the Chief Executive and the Combined Authority in achieving its vision.
- To ensure the success of key events for the Chief Executive through effective co-ordination and expert project management.

Financial

- Work closely with the Finance team to ensure the Chief Executive budget is managed in an appropriate and ethical manner
- Ensure Value for Money and follows the appropriate governance processes for dealing with any financial activities.

Other

- Represent the WMCA in a professional manner
- 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?		
	E	D	A*	I*	T*
Experience					
Experience working with senior leaders, in a high-profile and fast-paced environment	X		X	X	
Experience leading and managing multiple activities and projects simultaneously against a fast-changing political landscape	X		X	X	
Experience managing and delivering high-profile projects	X		X	X	
Skills / Knowledge					
Ability to act on initiative, work under pressure and exercise independent judgement	X		X	X	
Ability to meet tight deadlines and prioritise a heavy workload	X		X	X	
Excellent written and oral communication skills, with a proven ability to communicate with colleagues and external audiences at a senior level	X		X	X	
Ability to solve problems and offer solutions to difficult situations	X		X	X	
Knowledge of local government and/or English devolution	X		X	X	
Excellent numerical and analytical skills, including the ability to analyse and interpret detailed and complex activity and financial information.	X			X	

Development and implementation of business management and support processes, systems, policies and procedures, including complex electronic systems across a variety of platforms	X		X	X	
Understanding of GDPR principles and requirements	X			X	
Knowledge of the political landscape in the West Midlands		X		X	
Knowledge of Local Government procedures and some knowledge of the legal framework within which a Mayoral Combined Authority operates.		X		X	
Qualification / Education / Training	E	D	A*	I*	T*
Educated to degree level, preferably in a relevant field	X				
Relevant Professional Qualification		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	JEP Reference	Grade	Job Family
31/1/25	JEP518	SP36-SP40	