

JOB DESCRIPTION

JOB TITLE:	UK Mayors Network Policy Lead
MANAGED BY:	Director of Policy and Strategy
GRADE:	11

THE ROLE

The West of England Mayoral Combined Authority (MCA) is seeking to appoint a UK Mayors Network Policy Lead to join the Strategy team to Help the UK Mayors network meet its full potential.

To support the delivery of the UK Mayors (UKM) network ambition, the UK Mayors Network Policy Lead will lead a small and efficient secretariat team providing high-level executive, strategic, and operational support to the Mayors and Chief Executives across the network. This role will ensure the efficient operation of the UKM network by managing resources, strengthening governance, and delivering on priority projects and decisions.

This role demands strategic management abilities, operational leadership, and political acumen to align network resources with Mayoral and CEO priorities while forging effective relationships with a wide range of stakeholders.

The UKM network brings together the elected Mayors across the UK and requires significant government liaison, engagement with partners across the UKM member authorities, and a wide range of stakeholders.

The secretariat team is hosted at the West of England Mayoral Combined Authority but the role holder will take direction from the Mayors group, CEO group and work closely with the Chair of the UKM CEO group on the forward plan for the network.

This is a high pressured role which requires excellent diplomacy, communication, and negotiation skills.

Key Attributes

Trusted Advisor

A confident and strategic thinker who can act as a trusted advisor, offering sound judgment and guidance to support effective decision-making across the network.

Skilled Relationship Builder

An excellent communicator who can forge strong, collaborative relationships with teams, political representatives, and external partners. Able to manage sensitive political and strategic relationships with discretion.

Operational Leader

A proactive and organised individual with exceptional operational management skills to ensure the smooth functioning of the secretariat function, delivering high-quality outcomes under pressure.

Political Awareness

An individual with a deep understanding of the political landscape and the ability to navigate complex governance processes. Able to balance political priorities with organisational needs of network member authorities effectively.

Innovator and Problem Solver

A forward-thinker with a proactive approach to identifying and resolving issues, implementing improvements, and developing (with partners) innovative policy proposals.

Influential Communicator

A highly articulate communicator who can engage a range of audiences with clarity and impact.

Results-Oriented

A determined and resourceful professional who focuses on achieving outcomes, ensuring that actions and decisions are followed through in a timely and effective manner.

Strategic Planner

Someone able to manage priorities, agendas, and decision pathways, aligning short-term objectives with long-term network goals. Someone able to revise plans and reprioritise work as required as requirements shift.

High Integrity and Confidentiality

An individual who demonstrates the highest standards of integrity and discretion, handling sensitive information with care and professionalism.

KEY RESPONSIBILITIES

- Lead the UK Mayors Network, reporting to the Chair of CEOs and Mayors
- Build and maintain effective working relationships between Secretariat, network and key government departments and partners that are developing and leading policy relevant to the priorities of the network
- Lead on developing and designing of workplan to meet the Network ambitions

- Lead on the development of policy proposals to deliver on the ambitions of the network, working effectively with member authorities to balance perspectives and ensure positive collaboration
- Lead on external communications as required, consulting with member authorities to agree positioning
- Build strong and effective relationships across Government to support the work of the network
- Directly support the Chair of the CEO network, ensuring they are well briefed on issues relevant to the effective delivery of network priorities
- Design and lead a programme of work that advocates for the role of Mayors and devolution, with a view to influencing government policy and key partners
- Manage partner relationships and requests for collaboration with the network
- Manage the administrative support to the network, including the UKM secretariate staff
- Manage network resourcing and budgeting
- Lead on the governance of the network (establishing a more robust set of arrangements in line with the agreement of Mayors), ensuring terms of reference and fees are collected
- Lead on strengthening the range of officer groups in place to support the work of the network
- Lead the onboarding of new member authorities

PERSON SPECIFICATION - ESSENTIAL CRITERIA

Qualifications and Knowledge

- Comprehensive understanding of local, regional and central government governance, decision-making frameworks, and statutory responsibilities.
- Awareness of contemporary issues affecting local, regional and central government and public services.
- Educated to degree level or able to demonstrate equivalent professional experience in a complex, multi-stakeholder environment.

Experience

- Proven experience in providing strategic and operational support to senior leaders, preferably in a public sector or political environment.

- Demonstrated ability to manage complex agendas, governance processes, and high-priority actions.
- Proven experience of leading in a complex environment, in particular in a complex partnership setting

Skills and Competencies

- Strong political awareness and the ability to navigate sensitive issues with discretion.
- Exceptional organisational and communication skills, capable of managing complex stakeholder relationships.
- Proven leadership and team management capabilities, fostering collaboration and professional growth.