

## JOB DESCRIPTION

JOB TITLE:	UK Mayors Network Lead
MANAGED BY:	Director of Strategy
GRADE:	HoS1

### THE ROLE

Help the UK Mayors network meet its full potential.

To support the delivery of the UK Mayors (UKM) network ambition, the Head of the UKM network 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

### **1. Strategic Direction**

- 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
- Monitor emerging national policy trends and ensure mayors are positioned to shape key government strategies.

- Coordinate collaborative policy work that reflects local ambition and supports collective influence at the national level.

## **2. Government Engagement and Influence**

- Build and maintain trusted relationships with senior civil servants and ministers in departments including HM Treasury, DLUHC, DfT, DESNZ, DfE, and others.
- Develop and lead strategies to align departmental work with the priorities of the mayors—ensuring that national policy enables effective local delivery.
- Represent the network in senior-level government forums and support mayors and CEOs in engaging with officials and policymakers.

## **3. Mayoral Collaboration and Advocacy**

- Facilitate structured collaboration between mayors and their offices to support joint working, knowledge exchange, and strategic alignment.
- Coordinate the development of collective positions on key issues, ensuring cross-party consensus where possible.
- Support effective peer learning and internal dialogue across the network to maximise shared impact, including supporting regular meetings of CEOs and officer groups
- Help develop and shape Mayoral Innovation days to share learning

## **4. Leadership and Network Development**

- Lead and manage a small team to deliver high-quality policy and stakeholder engagement work on behalf of the network, including managing the UK Mayors secretariat team.
- Drive continuous improvement of the network’s operating model to ensure it remains responsive, member-led, and strategically focused.
- Uphold inclusive governance, transparent decision-making, and regular engagement with all member offices.
- 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.
- in-depth understanding of the UK’s governance landscape, including devolution, combined authorities, and Whitehall structures.
- Educated to degree level or able to demonstrate equivalent professional experience in a complex, multi-stakeholder environment.

#### **Experience**

- Extensive experience in policy development, public affairs, or senior government advisory roles.
- Demonstrable ability to influence senior stakeholders in government departments and build effective working relationships at all levels.
- Strong political awareness and experience working in or with politically-led organisations, with the ability to navigate cross-party dynamics.
- Proven leadership skills and experience managing small, high-performing teams in complex or fast-paced environments.
  - 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.