

JOB DESCRIPTION

JOB TITLE:	Assistant Chief Executive
MANAGED BY:	Chief Executive
GRADE:	Head of Service - Level 2

BACKGROUND

The West of England Combined Authority is seeking to appoint an Assistant Chief Executive.

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

Come and help shape the future of the West of England, a place so many people are proud to call home.

THE ROLE

Reporting to the Chief Executive, this is a new role where the post holder will:

- Be responsible for supporting the Chief Executive and the Corporate Leadership Team at the Combined Authority
- Support the Chief Executive with the corporate management of the Combined Authority, providing strategic leadership, vision and direction.
- Work as a bridge between the Metro Mayor and the Chief Executive, ensure the Metro Mayor's priorities are translated into delivery and Mayoral steers are appropriately actioned
- Work across the Combined Authority and the Unitary Councils and key public sector and private sector partners to deliver significant regional improvements to the West of England
- Be responsible on behalf of the Chief Executive for ensuring the delivery of the Chief Executive's workplan, ensuring quality, consistency and value for money is

being delivered through effective service and business planning and budget and performance management, led by members of the Corporate Leadership Team

KEY RESPONSIBILITIES

- To support and constructively challenge the creation of key organisational plans and strategies, including the Business Plan, to ensure alignment to the Mayor's and Committee's priorities
- To contribute to the strategic and operational direction of the Combined Authority and be a member of the Corporate Leadership team
- To contribute to meeting political and financial objectives by leading and encouraging the innovation of service delivery methods and improvements through active engagement with staff, trade unions, and external stakeholders
- To support the Chief Executive with the development and empowerment of the Corporate Leadership Team and staff, supporting their personal achievement in line with the Combined Authority's strategic objectives.
- To present reports to the Corporate Leadership Team meetings as appropriate
- To speak on behalf of the Chief Executive at key strategic meetings as necessary
- To contribute to the development of effective partnerships locally, regionally, nationally and internationally to ensure the delivery of Combined Authority priorities and to represent the Chief Executive as required across these partnerships.
- To represent the Combined Authority where required
- To develop successful relationships with key internal and external stakeholders to enable the successful delivery of strategic plans and Mayoral priorities
- To provide line management for the Mayor's Office staff
- To carry out specific corporate projects and assignments and such other duties as commensurate to the role, as instructed by the Chief Executive and Corporate Leadership Team

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications

- Higher degree and/or relevant management qualification or equivalent experience
- Evidence of continuing professional and personal development

Knowledge & Experience

- Understanding of the unique communications challenges of complex political public sector organisations
- Senior local government / local authority/ public sector / Combined Authority experience
- Experience of working in complex organisations
- Experience in corporate organisation-wide roles
- Experience of working with a corporate management team as a member of it or in a significant corporate role.
- Experience of working with, influencing, and securing agreement with political leadership
- Experience of working with a Chief Executive on corporate policy development and implementation
- Experience of effective budget management

Skills and Competencies

- Ability to develop, and influence strong strategic relationships, networks and partnerships at local and national level
- Accomplished analytical & decision-making skills
- Ability to lead and exemplify co-operative ways of working
- Ability to challenge and influence others
- Highly developed professional and legislative knowledge and understanding of national policies, statutory requirements, relevant frameworks and accountabilities for local government
- Ability to work effectively in a political environment with a high degree of political awareness and sensitivity, providing clear professional advice and rationale
- Excellent verbal & written communication, including report writing
- Evidence of an open and collaborative leadership style which values the contribution of others and motivates and enables them to achieve their potential and make a difference
- Successful track record in delivering change at scale within large, complex, customer-focused organisations

REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 26 days annual leave plus bank holidays, rising to 31 days after 5 years' service
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We have recently moved into a new bright, airy, modern office space, with all latest technology, under a 10-minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.

WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £14.21 - higher than the government minimum for **over 23s, currently £10.42 per hour**



It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such as cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.