

JOB DESCRIPTION

JOB TITLE:	Manager of the Executive Office
MANAGED BY:	Assistant Chief Executive
GRADE:	11

THE ROLE

Help the Mayoral Combined Authority to realise its potential

To support the delivery of the Mayoral Combined Authority’s (MCA) vision, the Manager of the Executive Office will lead a streamlined and efficient Executive Office providing high-level executive, strategic, and operational support to the Mayor and Chief Executive (CEO). This role will ensure the efficient operation of the Executive Office 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 organisational resources with Mayoral and CEO priorities while forging effective relationships with internal and external stakeholders.

Key Attributes

Trusted Advisor

A confident and strategic thinker who can act as a trusted advisor to the Mayor, Chief Executive, and senior stakeholders, offering sound judgment and guidance to support effective decision-making.

Skilled Relationship Builder

An excellent communicator who can forge strong, collaborative relationships with internal 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 Executive Office, 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 effectively.

Innovator and Problem Solver

A forward-thinker with a proactive approach to identifying and resolving issues, implementing improvements, and driving positive change within the organisation.

Influential Communicator

A highly articulate communicator who can engage a range of audiences with clarity and impact, representing the Mayor and Chief Executive effectively in both internal and external settings.

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

A systems thinker with the ability to manage priorities, agendas, and decision pathways, aligning short-term objectives with long-term organisational goals.

High Integrity and Confidentiality

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

KEY RESPONSIBILITIES

Strategic Support for the Mayor and CEO

Attend meetings with the Mayor and CEO, capturing actions and ensuring timely follow-up on deliverables.
Represent the Mayor and CEO at internal and external meetings, acting as their trusted delegate where appropriate.
Monitor and manage the Mayor’s and CEO’s inboxes, proactively addressing high-priority items with sound strategic and political judgment.
Serve as a key contact for senior internal and external stakeholders, managing sensitive political and strategic relationships.

Leadership of the Executive Office

Line manage the Executive Office team, including the Senior Executive Assistant, Apprentice PA, Mayor’s Political Advisor, and Mayoral Diary

Secretary, ensuring effective resource use aligned with organisational priorities.

Foster a collaborative, high-performing team culture, providing mentorship and professional development opportunities.

Oversee the implementation of systems to track tasks, manage decisions, and maintain clear communication across the team.

Governance and Decision Pathways

Manage the agenda for Corporate Leadership Team (CLT) meetings, ensuring alignment with strategic objectives and seamless integration of decision-making pathways.

In liaison with Democratic Services, coordinate the progression of priority investments through the Decision Pathway, ensuring compliance with governance processes.

Develop and maintain frameworks to ensure effective tracking and delivery of actions arising from key meetings.

Operational Excellence

Prepare and coordinate reports, presentations, and documents for the Mayor and CEO, ensuring accuracy and alignment with strategic priorities.

Lead the creation and maintenance of systems to ensure the smooth functioning of the Executive Office, including task tracking, forward planning, and performance monitoring.

Act as a trusted advisor to the Mayor and CEO, providing professional advice on governance, strategy, and key initiatives.

Stakeholder and Relationship Management

Build and maintain productive relationships with internal and external stakeholders, including government bodies, elected officials, and the media, ensuring the Mayor and CEO are well-informed and supported.

Advocate council policies and represent the Mayor and CEO in high-profile discussions and negotiations as required.

Support joint projects involving the Mayor, CEO, and Assistant Chief Executive, ensuring consistency and progress toward organisational goals.

PERSON SPECIFICATION - ESSENTIAL CRITERIA

Qualifications and Knowledge

- Comprehensive understanding of local government governance, decision-making frameworks, and statutory responsibilities.
- Awareness of contemporary issues affecting local 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.

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.