

JOB DESCRIPTION

JOB TITLE:	Government Affairs Manager
MANAGED BY:	Head of Communications
GRADE:	12

THE ROLE

Help the Mayoral Combined Authority to realise its potential, including an ambitious Growth Strategy, Transport Vision, and Investment Prospectus.

Reporting to the Head of Communications, the Government Affairs Manager will play a leading role in the organisation's government affairs/engagement activities. The postholder will manage the appropriate staff to ensure the delivery of high-quality government affairs initiatives.

This role will encompass direct line management responsibility for the team, overseeing and directing all activities related to public affairs and engagement outputs. The postholder will ensure alignment with the political and corporate leadership of the organisation, supporting all directorates by balancing shifting workloads and priorities effectively.

The Government Affairs Manager will also monitor government announcements and initiatives, working in partnership with the Policy and Strategy team, while taking managerial responsibility for government affairs strategies and events.

This role will likely require travel to/a regular presence in Westminster (London) and/or Manchester. Applications from candidates based in those cities will likewise require travel to/a regular presence in the West of England.

Key Attributes:

Strategic Planner

A professional who aligns government affairs and engagement activities with organisational goals, ensuring strategic priorities are delivered effectively.

Team Leader

A skilled leader capable of managing a team, overseeing workloads, and fostering a high-performing culture.

Persuasive Communicator

An exceptional writer with political acumen, capable of preparing compelling speeches, briefings, and engagement materials for leadership.

Relationship Builder

A confident communicator with the ability to forge and maintain strong relationships with political representatives, government bodies, and other stakeholders.

Government Strategist

A politically aware professional with the ability to address sensitive issues with discretion and professionalism, ensuring the organisation's reputation is upheld.

KEY RESPONSIBILITIES**Strategic Government Affairs Management**

Lead the organisation's government affairs strategy to promote the Mayoral Combined Authority's priorities, ensuring compliance with organisational and statutory requirements.

Monitor government announcements and initiatives, supporting the Communications team and Policy and Strategy team in responding effectively.

Work across all directorates and with senior leadership to give strategic advice to help deliver the organisation's goals.

Team Leadership and Oversight

Manage appropriate staff members.

Oversee and direct all activities related to public affairs, public engagement, and formal consultations.

Stakeholder Management

Build, maintain, and leverage productive relationships with internal and external stakeholders, including political representatives and government bodies across Westminster/Whitehall and beyond.

Plan and oversee high-quality government affairs events, ensuring alignment with leadership priorities.

Reputation and Risk Management

Monitor and address reputational risks through effective government engagement strategies.

Provide strategic advice on government engagement activities, ensuring alignment with corporate values.

PERSON SPECIFICATION - ESSENTIAL CRITERIA

Qualifications and Knowledge

- Degree in communications, government affairs, or a related field, or equivalent professional experience.
- Comprehensive understanding of local government governance, decision-making frameworks, and statutory responsibilities.

Experience

- Proven experience in government affairs, stakeholder engagement, and events management.
- Strong background in working within a politically led organisation.

Skills and Competencies

- Exceptional written and verbal communication skills, with a talent for persuasive writing.
- High level of political awareness and the ability to manage sensitive issues.
- Strong organisational and leadership skills, capable of managing multiple priorities and delivering high-quality outcomes.