

JOB DESCRIPTION

JOB TITLE:	Mayor's Policy Manager (Chief of Staff)
MANAGED BY:	Assistant Chief Executive
GRADE:	13

THE ROLE

This role will be responsible for the development and delivery of high-level policy, strategic, budgetary advice to the Mayor as required.

As the primary point of contact for stakeholders engaging with the Mayor, the Policy Manager ensures the Mayor's agenda is executed with precision, pace, and impact and delivers for residents of the West of England. This role demands a proven and deep understanding of public affairs, operations, and policy delivery, providing strategic counsel to the Mayor.

You will need to have attention to detail, be well organised and be able to establish relationships with staff across the organisation to maximise delivery at pace.

Moreover, the Mayor's Policy Manager is tasked with articulating the Mayor's vision to partners and stakeholders, in order to maximise fair and inclusive economic growth across the region. This involves collaborating with the MCA and external organisations to maximise alignment with the Mayor's priorities and strategically utilising the Mayor's time to drive impactful results.

This role is responsible for the development and delivery of high-level policy, strategic, and budgetary advice to the Mayor. The Mayor's Policy Manager ensures the Mayor's agenda is executed with precision, pace, and impact and delivers for residents of the West of England. The postholder acts as principal advisor to the Mayor, coordinating political and external engagement, providing strategic counsel, and overseeing policy implementation. They work in close partnership with the Manager of the Chief Executive's Office to jointly lead the Executive Office as a cohesive strategic unit.

Please note: this position aligns with the Mayor's term in office. Initially it is a six month fixed term contract.

Key Attributes:

Leadership & Oversight: working closely with the Mayor to direct and manage the agenda, ensuring effective implementation of the Mayor's vision through policy

development, operational delivery, and public affairs.

Strategic Coordination: ensure WECA departments, local authorities, and regional partners align to deliver the Mayor's priorities.

Stakeholder Management: serve as the primary representative for the Mayor in meetings with government bodies, business leaders, and strategic partners.

Operational Delivery: ensure effective execution of Mayoral commitments, tracking progress, identifying risks, and implementing mitigation strategies.

Public Affairs & Policy Execution: engage with government officials, Ministers, regional politicians and public sector partners to advance policy ambitions, lobbying for regional interests and securing investment.

Communication: work with internal and external stakeholders to ensure the Mayor's vision is well-articulated and that engagements, meetings, media appearances and events contribute meaningfully to the delivery of their agenda.

Strategic Integrator: Able to connect regional vision with organisational capability, ensuring the Mayor's agenda is delivered through integrated strategy, performance, and partnerships.

Delivery Enabler: An individual who not only advises but also drives delivery across WECA and partners by aligning systems, time, and resources with Mayoral goals.

KEY RESPONSIBILITIES

Strategic Support for the Mayor

Attend meetings with the Mayor (and CEO when required), capturing actions and ensuring timely follow-up on deliverables.

Represent the Mayor at internal and external meetings, acting as their trusted delegate where appropriate.

Monitor and manage the Mayor's (and CEO when required) inbox, 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

Work in partnership with the Manager of the Executive's Office to ensure Executive Officer functions cohesively.

Support the leadership of the Mayor's Political Advisor and Mayoral Diary Secretary. 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.

Contribute to Executive Office business planning processes, aligning activities with strategic priorities, budget cycles, and performance frameworks.

Public Affairs and Strategic Delivery

Oversee the execution of major policy initiatives, ensuring timely and effective implementation.

Work with the Mayor to align political and strategic objectives with deliverable policy plans.

Work across internal delivery teams to embed the Mayor's agenda into key strategies, business plans, and programmes, ensuring delivery alignment and impact tracking.

Influence internal budget planning and programme development processes aligned to the Mayor's strategic priorities, ensuring oversight and coherence.

Work with internal teams to ensure the Mayor's time is prioritised effectively, aligning engagements with strategic objectives.

Ensure policy decisions are based on strong evidence, stakeholder engagement, and practical implementation considerations.

Advise the Mayor on policy priorities, operational and reputational risks, and regional political dynamics.

Ensure the Mayor's vision is clearly communicated to regional leaders, business groups, and government bodies.

Foster collaboration across WECA departments, local authorities, and regional stakeholders to deliver the Mayor's objectives.

Act as a key liaison between the Mayor and senior officers within WECA, ensuring a productive working relationship between political and administrative functions.

Represent the Mayor in high-profile meetings, public engagements, and strategic discussions where required.

Stakeholder and Relationship Management

Build and maintain productive relationships with senior political, governmental, business and public service leaders.

Work closely with internal teams to ensure Mayoral engagements are strategically aligned and impactful.

Represent the Mayor in public engagements, strategic discussions, and high-level meetings where required.

Support joint working between the Mayor, CEO and Assistant Chief Executive to ensure unified leadership and communication.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

1. Understanding of the West of England's regional challenges, economic landscape, and policy priorities.
2. Knowledge of the work of national, regional and local bodies in the context of economic growth and public services
3. Knowledge of the national, local and regional policy context and how this impacts the work of the Combined Authority and Metro Mayor
4. Excellent IT skills (MS Outlook, Word, Powerpoint, Excel)

Experience

1. Evidence of operating at a senior strategic advisory level within government, public sector, or political environments.
2. Evidence of successfully developing and implementing policy at a senior level.
3. Demonstrated ability to manage high-profile relationships with political leaders, business executives, and public bodies.
4. Experience in public affairs, lobbying, or advocacy, with knowledge of government decision-making processes.
5. Political awareness and deep understanding of local, regional, and national government.

Skills and Competencies

1. High-level problem-solving and strategic thinking capabilities
2. Ability to work collaboratively with the ability to influence colleagues to achieve successful outcomes in a timely manner
3. Excellent written and verbal communication skills
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5. Hight level of accuracy and attention to detail (literacy and numeracy)

DESIRABLE

Qualifications and Knowledge

1. Knowledge of the work of the West of England Combined Authority and Mayor.
2. Demonstrated ability to juggle multiple (and at times competing) priorities, retaining focus and a sense of urgency.