

JOB DESCRIPTION

JOB TITLE:	Chief of Staff to the Mayor
MANAGED BY:	Director of Strategic Stakeholders and Partnerships
GRADE:	Head of Service 2

THE ROLE

The Chief of Staff is the Mayor's principal strategic adviser and leads the Mayor's Office. At a defining point for devolution in the West of England, the postholder will help the Mayor maximise the opportunities arising from the region's growing powers, responsibilities and influence, turning those opportunities into tangible improvements for residents, communities and businesses.

Working closely with the Chief Executive, Corporate Leadership Team and statutory officers, the Chief of Staff will connect the Mayor's vision with regional strategy, investment, partnerships and deliverable programmes. They will identify emerging opportunities, help shape the region's propositions to government, support strategic negotiations and ensure that the Mayor's time, influence and convening power are deployed where they can make the greatest difference.

The role requires trusted, candid and evidence-led advice; strong political and institutional judgement; and the ability to build coalitions across government, constituent authorities and regional partners. The postholder will maintain clear boundaries between democratic leadership and officer accountability, lead an inclusive and high-performing Mayor's Office and contribute actively to the Authority's collective senior leadership.

This role will have terms and conditions required by Local Government Officers (Political Restrictions) Regs 1990. This is a **politically restricted post** under the Local Government and Housing Act 1989.

KEY ATTRIBUTES

Devolution and opportunity leader:

Anticipates the opportunities arising from new powers, funding and national policy; brings partners together around credible regional propositions; and helps convert influence and investment into outcomes.

Strategic integrator:

Connects mayoral ambition with organisational strategy, capacity, investment and delivery.

Trusted adviser:

Provides candid, politically aware and evidence-led advice while maintaining officer impartiality.

Delivery enabler:

Creates clarity about priorities, ownership, milestones, dependencies and risks and follows through with pace.

System leader:

Builds alignment across the Authority, constituent authorities, government and regional partners.

People leader:

Creates a clear, inclusive, accountable and resilient operating culture within the Mayor's Office.

Key Relationships:

Internal	External
Mayor; Chief Executive; Monitoring Officer; Section 73 Officer; Executive Director; Directors; Heads of Service; Mayor's Office; Executive Office; policy, communications, finance, governance, programme and performance teams.	Government Ministers and departments; MPs; constituent and neighbouring authorities; other MCAs; business and civic leaders; universities; public services; voluntary and community organisations; regional and national networks.

KEY RESPONSIBILITIES

Strategic support and advice to the Mayor

Provide trusted, candid and evidence-led advice on strategic, policy, delivery, stakeholder and reputational matters.

Synthesize complex information into clear options, consequences and recommendations, ensuring relevant legal, financial and professional advice is visible.

Anticipate opportunities, risks and emerging issues and ensure the Mayor and Chief Executive have early sight of matters requiring attention.

Offer constructive challenge where a preferred approach creates material legal, financial, equality, delivery or reputational risk.

Advise the Mayor and Chief Executive on the organisational capacity, partnerships and institutional capability required to deliver the next phase of devolution.

Priorities, delivery and organisational alignment

Translate the Mayor's priorities into a clear, sequenced and deliverable programme aligned with corporate plans, budgets and governance.

Maintain an authoritative view of mayoral priorities, commitments, milestones, risks, dependencies and decisions.

Secure ownership through the appropriate Director and governance route and escalate delivery barriers without displacing formal accountability.

Create an effective rhythm of planning, briefing, review and escalation focused on outcomes for the region.

Use the Mayor's profile and convening authority to bring together partners around shared regional priorities and accelerate delivery.

Support the Mayor and Chief Executive in maximising the opportunities presented by devolution, investment negotiations and regional growth initiatives

Maximising devolution opportunities

Work with the Mayor, Chief Executive and relevant Directors to identify, prioritise and pursue opportunities arising from devolution, evolving government policy, funding and new regional responsibilities.

Help develop compelling, evidence-led propositions to government and partners that align the Mayor's ambitions with the region's needs, delivery capacity and long-term growth priorities.

Support the Mayor's strategic engagement with Ministers, departments and national institutions to influence policy, secure investment and strengthen the West of England's role as a Mayoral Strategic Authority.

Bring together constituent authorities, public services, business, universities and civic partners to build shared ambition and unlock opportunities that cannot be achieved by any single organisation.

Ensure emerging opportunities are assessed for impact, affordability, deliverability, equality implications, governance requirements and organisational capacity, drawing on the relevant professional and statutory advice.

Work through established corporate and programme governance to ensure agreed devolution commitments have clear ownership, milestones, risk management and measurable regional outcomes.

Leadership of the Mayor's Office

Lead and manage the Mayor's Office, including its people, service plan, resources, budget, performance, risk and business continuity.

Integrate policy, public affairs, communications, engagement, correspondence and executive-support activity into a coherent operating model.

Set clear standards, allocate resources, develop capability and create an inclusive culture of pace, judgement, challenge and accountability.

Ensure effective systems for briefings, decisions, commitments, stakeholder intelligence, records and follow-through.

Government, partnerships and influence

Build trusted relationships with Ministers, MPs, senior officials, constituent authorities, business, civic and public-service leaders.

Advise on the strategic use of the Mayor's convening power, profile and relationships to unlock investment, policy change and collaborative delivery.

Represent the Mayor in senior meetings where authorised, accurately communicating the Mayor's position and securing clear follow-up.

Navigate competing political and institutional interests and build coalitions around shared regional outcomes.

Use the Mayor's relationships and convening power to influence national policy, secure investment, build regional coalitions and accelerate delivery of shared priorities.

Communications, engagement and reputation

Work with communications and engagement leaders to align mayoral narrative, policy, delivery and public commitments.

Ensure major engagements, speeches, visits and announcements are purposeful and support agreed strategic outcomes.

Anticipate and coordinate responses to issues affecting public confidence, stakeholder relationships or organisational reputation.

Governance and corporate leadership

Uphold the respective roles of the Mayor, Chief Executive, Monitoring Officer, Section 73 Officer and other senior officers.

Ensure the Mayor's Office operates lawfully, impartially and in accordance with the Constitution, Officer Code of Conduct and information-governance requirements.

Contribute actively to the Authority's senior leadership arrangements and champion its values and leadership expectations.

Promote equality, diversity and inclusion and maintain exceptional discretion when handling sensitive information.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Essential experience and knowledge

- Substantial senior leadership experience in a politically complex, high-profile or multi-stakeholder environment.
- A strong record of translating political or strategic ambition into prioritised, governed and deliverable programmes.
- Experience of providing trusted advice and constructive challenge to a senior elected representative, chief executive, board member or equivalent leader.
- Successful leadership of a multidisciplinary team or office, including accountability for performance, capability, culture and resources.
- Evidence of securing outcomes across organisational boundaries and through people over whom the postholder has no direct authority.
- Significant experience of influencing and negotiating with senior stakeholders across government, public services, business or civic institutions.
- Strong understanding of public-sector governance, democratic accountability, officer impartiality and government decision-making.
- Knowledge of the opportunities and challenges facing the West of England and the wider devolution context, or the ability to develop this rapidly.
- Demonstrable success in building coalitions and securing outcomes through partnership working across organisational, sectoral and political boundaries.
- Evidence of identifying and converting strategic, policy, investment or partnership opportunities into demonstrable outcomes in a complex environment.
- Ability to navigate the changing devolution and government policy landscape, assess its implications and build credible propositions with partners.

Essential skills and behaviours

- Exceptional strategic judgement, political awareness and ability to make sense of complexity.
- Credibility and confidence to give candid advice and respectful challenge while maintaining trust.
- Strong delivery focus, including prioritisation, assurance, risk management and follow-through.
- Exceptional written and verbal communication, influencing and negotiation skills.
- Inclusive, resilient and emotionally intelligent leadership in a fast-paced, high-profile environment.
- Integrity, discretion and commitment to public-service values and officer impartiality.

- Ability to spot emerging opportunities, frame persuasive strategic cases and bring senior stakeholders together to secure progress.

DESIRABLE

Desirable

- Experience in a mayoral combined authority, local or central government, or another democratically accountable organisation.
- Experience of devolution, place-based policy, regional economic development or major public investment.
- Experience of establishing or transforming an executive, mayoral or strategic office.

ADDITIONAL REQUIREMENTS

The role requires regular presence with the Mayor and Mayor's Office, regional and national travel, *and occasional evening and weekend working*. Reasonable adjustments will be considered. Appointment is subject to the Authority's standard pre-employment checks and confirmation of the role's political and contractual status.