WEST OF ENGLAND | MAYORAL COMBINED AUTHORITY

JOB DESCRIPTION

JOB TITLE:	Senior Executive Assistant
MANAGED BY:	TBC
GRADE:	8

THE ROLE

This is a unique opportunity to join the Secretariat team that supports the UK Mayors Network – the collective voice of England's directly elected Mayors.

Working in a small, high-impact, ambitious, and collaborative team, you'll operate at the heart of England's mayoral leadership network. You'll provide network coordination and secretariat support across key priorities such as devolution, local growth, and place-based innovation.

This is a coordination-led and inbox management role, focused on managing the Network, supporting senior stakeholders, and enabling delivery across workstreams. Professional executive support as part of an experienced team is essential for ensuring the smooth running and efficient operation of the UK Mayors' Network.

A core aspect of the role is acting as a central interface across Mayoral Offices, Strategic Authorities, central government and partners – ensuring effective coordination and flow of activity across the UK Mayors Network.

The Senior Executive Assistant is a vital member of the UK Mayors Secretariat team, providing proactive, high-quality administrative support to the UK Mayors Network and the senior members of the Secretariat team. This role ensures the smooth functioning of the Secretariat, enabling the delivery of the collective priorities and the strategic objectives of the UK Mayors Network.

You will be expected to work flexibly, use judgement and personal initiative to prioritise tasks and forward plan whilst managing a busy and changing workload, to ensure that high quality administration and executive support is consistently provided.

The balance of responsibilities will vary depending on the Network's priorities and cadence, and may not be evenly split at all times. The work is wide-ranging and involves managing flow of business across the Network, supporting senior-level decision-making processes, preparing meetings, drafting briefings and

correspondence. In addition to ensuring actions and priorities are progressed effectively.

Whilst the Secretariat team is housed in the West of England Combined Authority, it supports all Mayoral Strategic Authorities across England.

The Senior Executive Assistant will collaborate with colleagues and foster positive internal and external working relationships. The role will require confident direct communication with a range of senior stakeholders, acting as the first point of contact for the UK Mayors' Network.

An ability to work effectively in a politically led environment will be key to success as the Senior Executive Assistant will work closely with Chief Executive Offices, Mayoral offices, Central and Local Government, think tanks, universities, businesses and regional/national partners.

We're looking for someone who's curious about how government works, proactive in connecting the dots, and eager to contribute. You'll thrive in a fast-paced environment – taking initiative, solving problems, and keeping the network moving forward. Your judgement, ability to manage complexity, communicate clearly, and adapt quickly as priorities shift matters the most.

We're a team that values integrity, transparency, and people-led leadership.

We work at pace and in ways that are:

- **Proactive and agile** – anticipating needs, not just reacting.
- **Collaborative and outward-looking** – connecting Mayors, Central and Local Government, and partners across sectors.
- **Pragmatic but ambitious** – focused on delivery while always pushing for better.
- **Reflective and self-challenging** – assessing relevance and impact as we go.
- **Learning-oriented** – drawing on global and cross-sector practice to inform innovation.

This role will suit someone who enjoys being at the centre of activity – connecting people, managing flow and ensuring that good ideas translate into collection action in a high-profile political environment.

You'll be part of a team that values curiosity, agility, and people-led delivery, helping to shape the future of mayoral leadership across England.

KEY RESPONSIBILITIES

You'll support the effective operation of the UK Mayors Network and Secretariat through:

Network Coordination and Secretariat Support

- Owning the day-to-day coordination of the UK Mayors Network inbox, ensuring momentum across priorities, meetings and decisions and flagging urgent items.
- Acting as a central point of contact for Mayoral offices, Combined Authorities, central government, and key partners.
- Coordinating meetings and engagement between Mayors, Chief Executives, and Government – managing queries, correspondence and follow up with sound judgement
- Providing proactive support to the Secretariat team, including managing the UK Mayor Network calendar, coordinating internal and external meetings, and ensuring all engagements are well-prepared.
- Providing agile and professional secretariat support – organising agendas, minutes, and follow-up across multiple workstreams.
- Ensuring actions, decisions and priorities are tracked, progressed and delivered in a timely and effective way.
- Conducting research to support the work of the team.
- Preparing and co-ordinating high-quality meeting papers, correspondence, communications and briefing materials for senior leaders, ensuring information is accurate, clear and presented to a high standard.
- Managing routine correspondence and enquiries, responding where appropriate and ensuring more complex or sensitive matters are directed to the relevant member of the Secretariat team.
- Maintaining high professional standards for correspondence and document preparation, ensuring accuracy, consistency and attention to detail.
- Developing and improving administrative systems for document control, task tracking, information retrieval and the effective management of the Secretariats work.

Planning and Organisation

- Providing proactive administrative and executive support to senior members of the Secretariat, anticipating requirements, identifying priorities and ensuring they are well-prepared for meetings and engagements.
- Supporting the Network's governance and decision-making processes through maintaining the Constitution and governance records, coordinating elections and facilitating senior-level meetings and decisions.
- Handling sensitive information and correspondence with discretion, professionalism and an understanding of the political context in which the

Network operates.
- Supporting the coordination of the Network's forward agenda and annual workplan, including maintaining schedules, identifying upcoming commitments and ensuring relevant meetings and activities are planned effectively.
- Contributing to the organisation and delivery of key meetings and events that showcase the Network's work and impact.
- Work flexibly across a wide range of administrative, coordination and secretariat responsibilities, as required.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)
Qualifications and Knowledge • Business administration qualification to NVQ level 3 or equivalent /or able to demonstrate equivalent knowledge and understanding gained through experience. • A clear understanding of the attributes and requirements for successfully supporting senior managers in a local government or similar environment. • Excellent keyboard and IT skills, with advanced skills and strong working knowledge of MS Outlook, Word, Excel, PowerPoint, Teams, Zoom and MS Planner. Familiarity with AI tools and a willingness to learn new applications and technology as appropriate. • An understanding of how policy, strategy, politics, and organisational priorities interact. • Appreciation of the wider political, social and economic context in which policy decisions are made. • An appreciation of the role of devolution and the structures through which local, regional and central government operates.
Experience • Experience coordinating complex meetings, processes or workstreams involving multiple stakeholders and ensuring concise accurate note taking, follow-through on actions and decisions. • Experience working collaboratively across an organisation and engaging with internal and external stakeholders. • Experience handling complex information, identifying key issues and presenting information clearly and accurately to support senior decision-making.

- Experience communicating clearly and persuasively, both in writing and verbally, to a range of audiences.
- Demonstrated ability to manage competing priorities and deliver high-quality outputs at pace.
- Providing administrative and executive support at CEO/Mayoral level, or to other senior leaders, within a busy team where accuracy, discretion and pace are vital.
- Prioritising and managing a complex workload with changing deadlines.
- Managing a demanding and complex diary and inbox.

Skills and Competencies

- Ability to build positive working relationships across teams and disciplines, bringing clarity and structure.
- Ability to quickly absorb new information, ask thoughtful questions, and seek to understand how systems work.
- Excellent written and verbal communication skills to ensure that priorities are communicated effectively, with purpose and precision.
- Ability to take initiative to drive work forward with minimal direction.
- Adaptable to change when priorities or politics may change and require alternative action.
- Strong organisational and administrative skills, with the ability to multitask and prioritise to meet deadlines.
- Ability to recognise improvements and better ways of supporting the Secretariat team and UK Mayors' Network more broadly.
- Ability to anticipate the needs of senior colleagues, exercise sound judgement and use discretion when handling sensitive information and correspondence.

DESIRABLE

Experience

- Working with or around government, local authorities, or public affairs.
- Supporting boards, committees, or senior groups.
- Shorthand minute taking
- Understanding of regional government governance
- Experience supporting a senior executive office or working in a politically sensitive environment.