

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	Policy and Network Officer
<b>MANAGED BY:</b>	Senior Policy and Innovation Manager
<b>GRADE:</b>	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, secretariat and policy support across key priorities such as devolution, local growth, and place-based innovation - helping to turn ideas into practical delivery.

This is a coordination-heavy, fast moving role that blends senior stakeholder liaison, network management and policy development. The work is wide-ranging and involved managing flow across the Network, preparing senior-level meetings, drafting briefings and correspondence, strategic planning, supporting joint statements, events and priorities.

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

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. You don’t need to arrive as an expert in policy or devolution - what matters most is your judgement, ability to manage complexity, communicate clearly, and adapt quickly as priorities shift.

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

We work in ways that are:

- **Proactive and agile** - anticipating needs, not just reacting.
- **Collaborative and outward-looking** - connecting Mayors, MHCLG, 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 the UK.

## KEY RESPONSIBILITIES

You'll support the smooth running and strategic development of the UK Mayors Network by:

### Network Coordination and Secretariat (approx. 60%)

- Owning the day-to-day coordination of the UK Mayors Network, ensuring momentum across priorities, meetings and decisions.
- 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 agile and professional secretariat support - organising agendas, minutes, and follow-up across multiple workstreams.
- Conducting research and analysis to inform joint policy positions and briefings.
- Drafting high-quality papers, communications and briefing materials for senior leaders.
- Supporting governance, logistics and stakeholder engagement for network meetings and events.

### Policy and Forward Planning (approx. 40%)

- Monitoring national policy developments, identifying opportunities and risks for the network.
- Supporting the network's governance - maintaining the Constitution, coordinating elections, and facilitating senior-level decision-making.
- Researching emerging issues and helping the team prepare briefings, correspondence, and materials for Ministers and partners.
- Helping to plan the network's forward agenda and annual workplan.

- Contributing to the design and delivery of key meetings and events that showcase the network's work and impact.
- Work flexibly across a wide range of areas, as required.

## PERSON SPECIFICATION

### ESSENTIAL (MUST HAVE)

#### Qualifications and Knowledge

- 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 understanding of the role of devolution.

#### Experience

- Experience coordination complex meetings, processes or workstreams involving multiple stakeholders, including senior leaders. This will include managing meetings, taking minutes, and tracking actions.
- Experience working collaboratively across an organisation and engaging with internal and external stakeholders.
- Experience analysing information and distilling key insights to inform 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.

#### 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.

## DESIRABLE

### Experience

- Working with or around government, local authorities, or public affairs.
- Supporting boards, committees, or senior groups.
- Research or analysis in a policy or strategy context.