



## JOB DESCRIPTION – Draft V.1.1 (23/4/2024)

|                              |   |
|------------------------------|---|
| <b>Job Title</b>             | Chief of Staff  |
| <b>Salary Band</b>           | Competitive   |
| <b>Reporting to</b>          | Executive Director – Corporate Development and Delivery |
| <b>Directorate</b>           | Corporate Development and Delivery                      |
| <b>Service Area</b>          | Mayor’s Office  |
| <b>Political Restriction</b> | Politically Restricted                                  |

### 1. Primary Purpose of the Post

The Chief of Staff: -

- Serves as a trusted advisor to the Mayor of the Combined Authority.
- Ensures the effective running of the Mayor’s office with overall responsibility for the advisory, operational, communication and engagement functions within the mayoral team.
- Plays a critical role in advancing the Mayor’s vision, fostering collaboration within and outside of the Combined Authority to drive and deliver impactful outcomes, working with the CEX, Executive Directors and their teams to achieve this.
- Manages and develops relationships with political leaders, mayors, and key stakeholders, supporting strategic relationship management regionally, nationally & internationally.
- Works closely with the Chief Executive and Executive Directors and their teams providing a single point of contact on behalf of the Mayor.

### 2. Key Role Specific Responsibilities

- Providing the Mayor with strategic advice on a range of issues, as required, identifying opportunities and threats relating to Mayoral priorities.
- Supporting the Mayor in shaping key policies and brokering key decisions with Local Authority leaders.
- Engaging effectively with colleagues across the Combined Authority to assist in the development and delivery of all relevant Mayoral strategies and plans and building effective relationships.
- Leading, managing, and co-ordinating the mayoral team to support the delivery of the Mayor’s priorities and initiatives.
- Representing the interests and priorities of the Mayor and the Combined Authority, working closely with relevant teams including Government Relation/Communications to ensure the Mayor’s & CA’s messages are clearly communicated, raising the profile of the region.
- Use highly developed communication and influencing skills to engage, on the Mayor’s behalf, with Ministers, MPs, senior government officials and advisors, to achieve the Mayor’s and Liverpool City Region Combined Authority’s priority objectives.
- Develop strong, effective, and influential working relationships within the City Region including with, Local Authority Elected Members, etc.
- Convening, mobilising and steering local public sector, civil service, private sector, membership bodies and other organisations to support the Mayor’s priorities and to ensure programmes deliver mutual benefits and maximise resources available.
- Specify, commission and oversee the preparation of high-quality briefing material, research, speeches, notes etc, through officers of the Combined Authority, for a wide range of senior and influential audiences, including assisting the Mayor in their attendance at all Committees, Scrutiny and Advisory Boards, including the Combined Authority.

- Demonstrate and champion partnership working across the organisation and externally.
- Monitor progress on key programmes, objectives and manifesto commitments, commissioning regular updates and putting briefings in the context of wider organisational activity and local and national policymaking – “joining dots” as necessary.
- Ensuring the Mayor is fully briefed and advised on key priorities or issues.
- Developing and maintain a supportive and constructive working culture across the Mayor’s team where all colleagues feel empowered to contribute to new and improved ways of working and where there is a strong performance management culture, ensuring that people are accountable for the delivery of results.
- Undertake work at a high level of responsibility and confidentiality and to work under own initiative.
- Attend committees, working parties, speaking engagements, panels and functions (often out of hours), in support of the Mayor.
- Through an “on call” rota, be available to the Mayor and senior members of the organisation to help respond to urgent or important issues as they arise.

### **3. General Senior Leadership Responsibilities**

- Effective leadership and management of staff within a Service/group of functions, encouraging a continuous improvement ethos to develop outstanding services/functions, where value for money is delivered and where innovation can flourish.
- Foster a positive working and learning environment, ensuring accountabilities and priorities are clear to services, teams and individuals, learning and development needs are identified and delivered including coaching/mentoring opportunities and that there is proactive management of employee relations, performance, and attendance.
- Contribute to the preparation of corporate plans, risk register and budget and lead on Service Plans, risk registers, budgets and resource planning for the areas of defined responsibility.
- Ensure effective performance management, actively engaging with Combined Authority’s performance management framework, delivering all personal and Service performance targets as agreed, managing identified risks, and contributing to the management of Directorate and Corporate risks.
- Demonstrate the Combined Authority’s commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken; promoting full consideration of the equality impacts of decisions on all the Protected Characteristics. Advance non-discriminatory practices in all aspects of work undertaken.
- Share and communicate a clear understanding of the Combined Authority priorities across the Service.
- Ensure compliance with legislation and Combined Authority policies and procedures in relation to governance including supporting the scrutiny process and the completion of the annual governance statement.
- Be a proactive and collaborative member of the Combined Authority’s Strategic Leadership Team, providing expertise, advice, and guidance as required.
- Display organisational behaviours of LCR First, Respect and Action Focus encouraging others to do likewise and role model the leadership expectations outlined in the Combined Authority Leadership Charter.
- Establish effective relationships and collaboration with constituent local authorities/bodies to support long term ambition and delivery of the Combined Authority Corporate plan.
- Ensure the development, provision and analysis of high-quality management information and documentation that is timely, accurate and meaningful.
- Embed a culture that places customers first, adopts a can-do approach and focuses on communities and working locally.

- Work with public and other relevant bodies to support LCR's communities, through services and activities which address local concerns, and which foster social capital and resilient communities.
- Promote the work of the Combined Authority and LCR locally and nationally promoting local decision making and 'Devolution by Default.'
- Be responsible for the wellbeing and health & safety of staff in line with organisational policies and guidance around attendance at work and health & safety.

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan.

This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

## PERSON SPECIFICATION

|                     |                                    |
|---------------------|------------------------------------|
| <b>Job Title</b>    | Chief of Staff                     |
| <b>Service Area</b> | Mayor's Office                     |
| <b>Directorate</b>  | Corporate Development and Delivery |
| <b>Salary Band</b>  | Competitive                        |

| <b>Qualifications and Training</b>  | <b>Essential / Desirable</b> | <b>Method/s of Assessment</b> |
|---|------------------------------|-------------------------------|
| 1. Educated to degree/ postgraduate/ professional qualification level or significant relevant experience  | D                            | A                             |
| <b>Experience &amp; Knowledge</b>   | <b>Essential / Desirable</b> | <b>Method/s of Assessment</b> |
| 2. Extensive practical experience of successfully performing in a similar role.   | E                            | A                             |
| 3. Extensive experience of giving policy and strategy advice on complex or sensitive issues in a political environment at a senior level  | E                            | A, I, T                       |
| 4. Proven experience of working effectively across a range of stakeholders and with and through colleagues within your own organisation to ensure successful delivery of high-profile strategic projects.                             | E<br>E                       | A, I<br>A/I/T                 |
| 5. Understanding of the challenges and opportunities facing the region  | D                            | A, I, T                       |
| 6. In-depth knowledge and understanding of relevant regional, national legislation, policies, and developments.   | E                            | A, I                          |
| 7. Experience of making compelling presentations and written reports for a range of audiences.  |                              |                               |
| 8. Demonstrable political awareness of the issues involved in operating effectively within a combined authority and public-private partnership context, including exercise of sound judgement regarding potentially sensitive issues. | E<br>E                       | A, I<br>A, I                  |
| 9. Comprehensive experience of leading, negotiating and influencing stakeholders at a senior political level.   | D                            | A, I, T                       |
| 10. Experienced in forming and developing effective senior level working relationships with Members, Government, and partner organisations.   | E                            | A, I,                         |
| 11. Comprehensive experience of providing leadership in a complex public-private sector partnership context.  |                              |                               |
| 12. Experience of managing a multi-disciplinary effective and professional team. Building and continually improving the skills, confidence, and impact of the team through a mixture of coaching, mentoring, and directing.           |                              |                               |
| <b>Skills/Abilities</b>   | <b>Essential / Desirable</b> | <b>Method/s of Assessment</b> |
| 13. Able to successfully operate within a political organisation and to contribute effectively to the formulation of policies.  | E<br>E                       | A, I<br>A, I                  |

|   |                              |                               |
|---|------------------------------|-------------------------------|
| 14. Strong people skills capable of developing effective team working and problem resolution across a political landscape.                | D                            | A, I, T                       |
| 15. Highly developed analytical and skills, with strong data analysis, interpretation, and fluency in communicating the insights derived. | D                            | A, I,                         |
| 16. Excellent organisation, time management and IT skills and the ability to understand key priorities.                                   | E                            | A, I, T                       |
| 17. Highly developed communication skills with the proven ability to strongly lead, influence, negotiate and challenge.                   |                              |                               |
| <b>Commitment</b>   | <b>Essential / Desirable</b> | <b>Method/s of Assessment</b> |
| 18. An understanding of and a personal commitment to the Vision, Priorities and Behaviours of LCR Combined Authority.                     | E                            | A                             |
| 19. Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues.                                | E                            | A                             |
| <b>Other</b>  | <b>Essential / Desirable</b> | <b>Method/s of Assessment</b> |
| 20. Flexible approach to working hours and willingness to work flexibly as and when required.   | E                            | A                             |
| 21. Ability to attend meetings inside and outside the City Region and undertake national and international travel as required .           | E                            | A                             |

**Key to Assessment Methods:**

- I - Interview,
- A - Application,
- T - Testing – including Psychometric assessment, job samples, presentations