LIVERPOOL CITY REGION COMBINED AUTHORITY

METRO MAYOR LIVERPOOL CITY REGION

JOB DESCRIPTION

Job Title	Head of Chief Executive's Office
Salary Band	SCP 44-50
Responsible To	Director of Strategic Communications and Corporate Affairs
Responsible for	Chief Executive's Office
Political Restriction	Yes

1. Primary Purpose of the Post

To provide high-quality strategic advice and support to the Chief Executive.

To effectively lead and be responsible for the management and performance of the Chief Executive's Office and International Relations functions.

2. Main Areas of Responsibility

- Provide high-quality strategic advice and support to the Chief Executive and act as the single point of contact for the Chief Executive within the wider Combined Authority and with wider partners.
- Work with teams across the organisation to help drive forward and communicate the Chief Executive's vision and priorities.
- Represent the interests and priorities of the Chief Executive and the Combined Authority, working closely with relevant teams including Corporate Affairs/Communications to ensure the Combined Authority's messages are clearly communicated, raising the profile of the region.
- Collaborate with the Director of Policy & Strategy, Head of Corporate Affairs, and other key roles to provide advice and ensure knowledge of issues and developments affecting the Combined Authority, carrying out research and providing appropriate briefings to the Chief Executive and Executive Directors as required.
- Commission work on behalf of the Chief Executive and Executive Leadership Team, ensuring it meets the needs and standards required, for example, coordinating senior recruitment campaigns and internal and external engagement activities.
- Work effectively with the Mayor's Office Chief of Staff to ensure close co-ordination between the two service areas.
- Inform and advise on local and national developments, events and contentious issues relating to the objectives of the Liverpool City Region Combined Authority.

- Engaging effectively with colleagues across the Combined Authority to assist in the development and delivery of strategies and plans and building effective relationships.
- Collaborate closely with the wider Directors Forum to resolve actions and solve problems on behalf of the Chief Executive, using influencing and negotiating skills to progress and triage them, often before involving the Chief Executive.
- Support the strategic diary management of the Chief Executive, and wider Executive Leadership Team, to most effectively drive forward the Chief Executive's vision and priorities and maximise impact.
- Develop and maintain good working relationships with key stakeholders, constituent local authorities and central government departments and, when appropriate, liaise with them on behalf of the Chief Executive or Executive Directors, supporting strategic relationship management regionally, nationally & internationally.
- Draft and prepare correspondence and communications of behalf of the Chief Executive, and Executive Directors, where required.
- Attend committees, speaking engagements, panels and functions in support of the Chief Executive (where required).
- Act as secretariat for the Executive Leadership Team meeting, including forward planning and ensuring actions are completed to ensure team objectives and priorities are achieved.
- Lead, manage, and co-ordinate the CEX Office team to:
    - Support the delivery of the Chief Executive's priorities and initiatives.
    - Ensure a high level of executive support is provided to the wider Executive Leadership Team and a high level of professional service is provided to the wider Combined Authority and partners.
    - Ensuring the effective running of the operational aspects of the CEX Office.
    - Provide a strong interface between the Executive Leadership Team and the wider organisation.
    - Develop and maintain a supportive and constructive working culture where all colleagues feel empowered to contribute to new and improved ways of working.
    - Develop and maintain systems and processes to ensure that appropriate information is available and easily accessed by the Chief Executive's office.
- Provide strategic leadership of the International Relations function, and lead the development, continual refinement and delivery of the Liverpool City Region Combined Authority's International Strategy, working closely with colleagues across the CA, the six constituent local authorities, national and international government(s) and other stakeholders.
- Ensure alignment between the International Relations function and Chief Executive's Office and ensure the Executive Leadership Team are engaged effectively in international matters to maximise impact.
- Lead, manage, and co-ordinate the International Relations team to:
    - Strategically coordinate and convene the LCR International Board (and sub-groups).

- Coordinate and deliver complex international missions and visits, often in partnership with international political institutions, to deliver key strategic outcomes for the city region.
- Convene colleagues and stakeholders across the CA and city region to deliver a comprehensive integrated export and inward investment offer for LCR businesses and Foreign Direction Investment.
- Maintain and strengthen the city region's reputation with key international stakeholders and government institutions.

3. General Corporate Responsibilities

- To support the implementation of the City Region's devolution agreement and wider strategic priorities.

- Effective leadership and management of staff within the service, 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, including the health safety and wellbeing of all staff, whilst ensuring accountabilities and priorities are clear to services, teams and individual. Ensuring a proactive management of employee relations, performance, and attendance.

- Promote understanding of and adherence to LCRCA values by modelling appropriate behaviours and encouraging others to do likewise.

- Contribute and lead on the preparation of corporate plans, risk register, budget management and resource planning for the areas of defined responsibility.

- Own and manage the defined budget for the functions; ensuring regular review and monitoring and the proactive action is taken as required.

- 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.

- 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 Directors Forum and Senior Leadership Forum, 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.

- To undertake work under own initiative at a high level of responsibility and confidentiality

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.

Due to the changing nature of the business, this job description serves as a framework to outline the main areas of responsibility at the time of writing. It is not intended to be either prescriptive or exhaustive and will inevitable change.

PERSON SPECIFICATION

Job Title: Head of Chief Executive's Office

Experience
1. Experience of working within local and/or central government 2. Experience of working on own and use of own initiative. 3. Experience of working for a senior public sector leader or politician with access to confidential information* 4. A successful record of planning, prioritising, and producing work to a high standard. 5. Experience of undertaking research activities, reporting and presenting findings 6. Experience of summarising complex information quickly and succinctly 7. Experience of performance and project management at a senior level including planning, implementing, monitoring and review of corporate initiatives. 8. Experience of day to day line management of staff including recruiting, appraisal, developing, determining work programmes within agreed targets.
Knowledge, Skills and Abilities
9. Ability to develop and maintain effective working relationships both - with senior managers, politicians, and officers both internally and externally. 10. Ability to concentrate attention on complex pieces of work for long periods of time. 11. Awareness of sensitivity and political issues. 12. Ability to build effective teams and relationships leading developing, organising, empowering and motivating staff 13. Ability to build and maintain good working relationships with elected members, chief officers, senior managers, external organisations and the public. 14. Ability to analyse and interpret information and to use judgement in creating solutions to deliver complex pieces of work. 15. Effective communication skills with experience of report writing and presentations. 16. Ability to meet challenging deadlines. 17. Articulate and confident with a high level of negotiating and influencing skills. 18. High level of organisational skills. 19. Ability to analyse information and think creatively to develop advice on solutions to problems. 20. Understanding of and ability to maintain confidentiality 21. High level of computer literacy especially with regard to Microsoft packages and the production & retention of quality documents

Commitment
22. An understanding of, and a personal commitment to, the Vision and Aims of Liverpool City Region Combined Authority. 23. A commitment to providing a high quality customer service and ensuring service standards are met 24. Commitment to and understanding of equal opportunities*
Others
25. Knowledge of how Local Authorities and devolution works and the key issues facing the City Region. 26. Willingness to work flexibly as and when required.