

## JOB DESCRIPTION

<b>Role</b>	<b>Mayor's Office Manager</b>
<b>Reports to</b>	<b>Mayor's Chief of Staff</b>
<b>Pay Grade</b>	<b>NJC 12 (£45,718-49,764)</b>

### Context

Following the Mayoral election in May 2025 this new role of Mayor's Office Manager sits within the newly created Office of the Mayor.

Working with the newly appointed Chief of Staff, Special Adviser and Senior Caseworker this role directly supports the Mayor by providing high level support and advice, prioritising, co-ordinating and supporting the Mayor's activities, leading decision making on the Mayor's attendance at events and maintaining the Mayor's personal relationships with stakeholders.

The Mayor's Office Manager will work with the Executive Assistant to the Mayor, Senior Caseworker, the Mayoral & Media Support Manager and Media & Policy Advisor on a daily basis and closely with the Chief Executive and other members of the Corporate Management Team.

### Job Purpose

The role is responsible for a wide range of activities including:

- Providing a high level gateway to the Mayor's diary
- Providing strategic triage and management of the Mayor's inbox
- Working closely with the Senior Caseworker ensure effective delivery of routine casework, policy queries and correspondence with residents and other stakeholders
- Support the Mayor convene events, roundtables & summits through effective planning and staging of Mayoral events.
- Maintaining the Mayor's personal relationships with key stakeholders in government, business and communities.

### Key Responsibilities

- Ensure the effective and efficient operation of the Mayor's diary and activities, leading decision-making on the Mayor's attendance at events and meetings, prioritising as required
- Overseeing the day to day flow of papers, meetings and wider business activities; ensuring the timely and effective response to mayoral correspondence; facilitating decision-making; and communicating the Mayor's decisions.
- Working with relevant senior colleagues, build relationships with key external public and private sector stakeholders on behalf of the Mayor and manage the prioritisation of these stakeholders' access to the Mayor.
- Working with CPCA staff as required to arrange and manage the Mayor's set piece events, roundtables and summits to support the Mayor's convening role. Plan events, visits and deal with all logistics arising for the proper staging and delivery of such events, working closely and collaboratively with relevant CPCA staff as appropriate.

- Ensure that either directly or through CPCA colleagues, the Mayor has the appropriate CPCA core support for meetings and external visits, ensuring briefing needs are identified in advance to ensure timely and appropriate preparation.
- Take or arrange for notes to be taken of the Mayor's meetings as required, ensuring these are appropriately approved and communicated.
- Have oversight of all correspondence that is managed through the Mayor's Inbox including letters, communication with the Combined Authority and working with the Senior Caseworker provide support to responses to public correspondence.
- Work closely the Mayor's Executive Assistant and CPCA officers to ensure that policy correspondence reflects the Mayor's views and is handled and progressed appropriately.
- Monitor the progress of correspondence, ensuring all correspondence/ casework is logged, updated with any actions taken and outstanding queries are followed up.
- Provide high quality advice and guidance to the Mayor on convening and attendance at meetings and events. Where necessary, act as trouble-shooter in resolving difficult or sensitive issues relating to meetings and events.
- Maintain up-to-date knowledge of relevant guidelines and legislation.
- Lead specific ad hoc projects on behalf of the Mayor.
- Attend meetings with the Mayor as appropriate.

## Person Specification

### Qualifications and Knowledge

- Educated to degree level or the equivalent knowledge gained through demonstrable experience in a directly related area of work
- Strong understanding of the operation of Central Government, Local Government and the role of the Mayor.
- Understanding of the UK's political landscape
- Knowledge of Government and regional figures
- An understanding of the issues affecting stakeholders and constituents across Cambridgeshire and Peterborough
- Able to interpret national changes and developments into local and organisational context and vice versa.

### Desirable

- Awareness of the Cambridgeshire & Peterborough Combined Authority, our remit and the issues currently facing the region.

### Experience

- Extensive knowledge and understanding of the political landscape in Cambridgeshire and Peterborough
- Extensive experience of working in a complex political environment, combined with an ability to work closely with politicians and senior staff.
- Extensive experience of building and maintaining relationships with a wide range of stakeholders including MPs, Local Authority representatives, community groups, businesses, Central Government and other key contacts.
- Politically astute with experience of working within a fast-paced political environment.
- Affiliation with Mayoral priorities.
- Experience of effective diary management and prioritisation.

- Experience of consistently producing high quality written work to deadline.
- Experience of organising and managing the organisation of public engagements and events
- Proven ability to provide research within a political or complex business environment, on a wide range of topics, assimilate information and review correspondence in a political environment
- Extensive experience of prioritising work in a dynamic, fast paced and ever changing environment.
- Experience of working as part of a team and collaboratively with colleagues across an organisation
- Excellent organisational and written skills

**Leadership Behaviours**

- Acutely politically aware
- Motivated – driven by personal and organisational achievement
- Highly adaptable - to changing circumstances and demands
- Exceptional communicator
- Collaborative – works productively with peers, team and others
- ‘Can do’ attitude
- Excellent attention to detail
- Operates with integrity at all times
- Embraces and embodies our values (CIVIL)