

JOB DESCRIPTION

JOB TITLE:	Chief Executive for the West of England Combined Authority
REPORTS TO:	Elected Mayor and Combined Authority Board

BACKGROUND

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

Come and help shape the future of the West of England, a place so many people are proud to call home.

THE ROLE

Reporting into the Elected Mayor and the Combined Authority Board, the Chief Executive will lead the delivery of our vision for the West of England, working with the Mayor, the Combined Authority members and diverse stakeholders to make it a better place to work and live for all our residents.

KEY RESPONSIBILITIES

Specific

- Take lead responsibility for the overall corporate and operational management of the Combined Authority and LEP, monitoring performance against plans to ensure effective and efficient delivery of services to the highest standards.
- Perform the statutory role of Head of Paid Service for the Combined Authority.
- Principal strategic advisor to the Metro Mayor and Combined Authority to deliver the key corporate priorities, by championing and enabling the delivery of the strategic objectives
- Responsible for the consistent and viable leadership across the whole organisation, creating an environment and culture where teams can aspire, flourish, thrive and perform.
- Working through the Strategic Director of Resources (s73) and Strategic Director of Legal Services (Statutory Monitoring Officer) to ensure the Combined Authority's legal, policy, financial, people and systems functions are fit for purpose, meet all statutory requirements, and enable the Combined Authority to operate effectively and efficiently. This includes effective governance and health and safety obligations.

- Take the lead role in shaping the future vision for the region, with a strong focus on economic growth, and work with stakeholders across public and private sectors.
- Align the vision within the wider strategic context and develop and implement business plans including making robust case for funding and investment.

Corporate

- Oversee the Combined Authority Business Plan and financial planning, ensuring priorities are translated into delivery and that organisational values/behaviours across all levels of the organisation are imbedded in all we do.
- Engage, persuade, and negotiate with any partners on behalf of Combined Authority locally, regionally, nationally, and internationally to further the priorities of the Combined Authority.
- Ensure leverage of external investment to secure the future vision and economic growth of the region.
- Maximise opportunities to generate revenues; continually reviewing organizational performance ensuring we deliver an effective and efficiency service to our partners and communities.
- Encourage and sustain a culture of innovation and entrepreneurship across the Combined Authority.
- To work in partnership with the Strategic Director of Resources (S73 officer) to ensure a sustainable budget to meet Combined Authority priorities.
- Ensure equality and diversity and cohesion principles are embedded across all services.
- Provide leadership around diversity and inclusion, ensuring that the policies and services of the Combined Authority reflect the changing needs of all our communities and workforce and that equality of opportunity is ensure and diversity is celebrated.

Stakeholder and Relationship Management

- Ensure responsive and genuine engagement with the Combined Authority Board, Joint Committee, Local Enterprise Partnership (LEP) board, businesses, and a multitude of associated partners/stakeholders.
- Promote effective communications, ensuring that potential investors are aware of the opportunities and encourage to invest in the region.
- That the objectives and actions of the Combined Authority are compatible and complementary enabling a regional approach to development.
- Promote a positive view of the Combined Authority with the community and media, enhancing its reputation nationally and internationally.
- To be accountable to the Combined Authority/Mayor for the performance of the organisation and delivery of the long-term vision.
- To ensure effective and transparent governance and act as the custodian of the constitution of the Combined Authority and audit arrangements, in partnership with the other statutory officers; to ensure support to the West of England Joint Committee.
- To act as a collaborative regional leader and ambassador for the Combined Authority at local, regional and national level in partnership with the Mayor ensuring close engagement with North Somerset as part of the wider West of England.

Leading People

- Provide organisational leadership and direction within a challenging context, developing and empowering high performing teams.
- Promote an understanding of the established vision and values by modelling appropriate behaviours and creating a collaborative and supportive environment that encourages and recognises those values.
- Ensure that business strategy is translated into achievable plans with clearly defined accountability in terms of outcomes, deadlines, and quality standards.
- Embed a culture that places the customer and community at the heart of service delivery and encourages inclusivity and collaboration.
- Act as an ambassador for the Combined Authority as may be required.

This post is a politically restricted post for the purposes of Part 1 of the Local Government and Housing Act 1989 and the Local Government Officers (Political Restrictions) Regulations 1990.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Relevant degree or equivalent qualification in a relevant professional/leadership discipline with full membership of a professional body.
- An excellent record of achievement and innovation at board/senior executive level in a significant organisation in the public or private sector.
- Excellent political knowledge and awareness, combined with experience of providing direct advice to officers or board members on a range of complex issues both verbally and in writing. This is a highly political environment within which the candidate will be expected to operate.
- Current knowledge of relevant legislation, regulations, national policies, funding sources and professional best practice that is relevant to this role.
- Experience and success in leading and managing people and organisational development and setting the strategic vision.
- Excellent relationship management skills across political and partner organisation boundaries.
- Knowledge and understanding of the scrutiny and visibility of managing a high-profile organization.
- An appreciation of how to work effectively at the public/private interface.
- Excellent financial competence, with experience of budgets and financial planning, corporate governance, and decision-making.
- Commercially minded with proven experience of structuring and negotiating multifaceted transactions.

Experience

- Track record of outstanding leadership at a senior level, with evidence of developing and leading successful sustainable partnership and working through multi-sector and multi-disciplinary boards.
- Experience of working successfully in a leadership role in a complex organization where relationship building is key to successful organizational and regional delivery.

- Evidence of significant and measurable achievement and success in a senior management and leadership role including delivery of key projects.
- Proven track record of leading and shaping an organisation through transitions, securing resources and applying performance monitoring procedures within an accountable framework.
- Political awareness and experience; confidence in operating at the political/management interface.
- Clear understanding of strong governance, financial and performance management.
- Experience of successful collaboration working with external organisations across the public, private and community sectors.
- Proven ability to understand and empathise with private sector growth ambitions.
- Proven ability, at the strategic level, to manage and deliver projects and programmes of work to defined, agreed targets and priorities.
- Ability to operate successfully and influence a complex and diverse stakeholder mix, including local and global businesses, and to attract investment.

Skills and Competencies

- Ability to think and act strategically and to respond to changing complex circumstances
- Able to delegate effectively in exercising appropriate judgement and to make informed, pragmatic, and timely decisions within a pressurised environment.
- Excellent verbal and written communication skills; comfortable in dealing with press and media.
- Strong interpersonal skills with the ability to influence decision makers and stakeholders at the highest level across sectors.
- Excellent and confident communication and presentation skills with the ability to promote and articulate complex issues using appropriate skills such as engagement, influencing, shaping, persuasion, and negotiating.
- Clarity of thought and ability to process complex information.
- Political awareness and demonstrable ability to build effective and appropriate relationships with elected Members.
- Partnership and consensus building abilities focused on delivery.
- Ability to inspire and lead others to contribute towards achieving organisational success.
- Ability to adapt a managed approach to risk and reward with a clear focus on business like and commercial practices.

REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 26/31 days annual leave plus bank holidays
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We have recently moved into a new bright, airy, modern office space, with all the latest technology, under a 10-minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.

WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £15.17 - higher than the government minimum for over 23s, currently £10.42 per hour

It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such as cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.



WE ARE A FOUNDING MEMBER OF THE GOOD EMPLOYMENT CHARTER

We're proud to have been accredited as a founding Member of the West of England Good Employment Charter.

The [Good Employment Charter](#) is a voluntary membership and accreditation scheme aimed to create an active network of employers within the West of England that are committed to supporting the basis of 'good work'. The Good Employment Charter is defined by seven key characteristics of good employment: recruitment, secure work, Real Living Wage, developing people, health & wellbeing, flexible work and engagement & voice.

