

Job Title	Senior Political Advisor
Team	Mayor's Office
Reporting To	Head of Mayor's Office

About your role

To provide the South Yorkshire's Mayor with well researched, political advice to support them in fulfilling the responsibilities of their office. In particular, the post holder will work closely with the Mayor and, if required, represent the Mayor with key stakeholders such as Leaders, Councillors, local MPs, national government and other Mayors.

Why is your role important or how does it add value?

- The post holder will support the Mayor in creating and maintaining effective, positive, political relationships, developing a clear insight into the priorities of local and national politicians, to seek to align and influence activity in the interests of South Yorkshire.

What are the tasks or work areas you are responsible for?

Proactively liaise with local authority leaders, other elected members, parliamentarians, ministerial offices, and the Mayor's contacts across all political parties as appropriate, on issues related to the Mayoral and MCA policy and delivery agenda.

Attend meetings as required to develop and maintain effective working relationships with South Yorkshire's political leaders and officers, with a view to shape and influence agendas and decision making, as directed by the Mayor and Mayor's Office.

Ensure the Mayor is fully briefed and advised on key priorities originating on a national and regional level, including highlighting issues of a sensitive nature being considered by officers or councillors and/or raised by members of the public.

Lead work, in conjunction with policy colleagues, on future horizon scanning, to get ahead of issues that might affect manifesto delivery; and identify opportunities to place the Mayor at the head of national policy debates.

Provide assistance to the Mayor on any aspect of the MCA's business, and give advice informing the MCA decision-making process including where sought:

- both internal and external political positioning
- considered advice on handling issues and lines to take
- advice on the implications and wider pros and cons of different options
- routine advice on meetings, papers, speeches, policy development, etc, as directed.

On behalf of the Mayor and in conjunction with senior officers, represent and interpret the views of the Mayor, and lead the collation, development and presentation of information for any negotiations with government on Levelling Up policy (and its successors/guises) and delivery. This will include working closely with senior colleagues to identify further devolution opportunities.

Collaborate with and support colleagues undertaking long term policy thinking and research, and contribute to policy development within the MCA, to ensure the Mayor's position and priorities are represented.

Liaise with officers at all levels of the MCA Executive to support and enhance the prospects of delivery of the Mayor's priorities, manifesto, and broader devolution agenda:

- Attend meetings as directed on behalf of the Mayor, including meetings with politicians and officers, and with wider stakeholders.
- Establish and maintain excellent working relationships with officers, brokering solutions and helping resolve differences of view between colleagues should these occur.
- In particular, work effectively and collectively as part of the Mayor's team and, as steered by the Mayor and Management Board, intervene and interact across the organisation, posing challenging questions on the Mayor's behalf, explaining the Mayor's point of view and protecting the Mayor's position.
- Be the Mayor's eyes and ears in general, in looking out for potential problems and pitfalls; and to help head them off and manage relationships, and broker solutions.

Work closely with the Corporate Policy Team to develop a compelling and innovative response for the Mayor on the cost of living crisis and other emergencies that may arise thereafter. This will also include providing insights that may improve engagement (particularly nationally and internationally) and intervention design and delivery.

Write speeches and undertake related research, including adding to material prepared by MCA Executive or constituent local authority officers, and brief the Mayor on any political dimensions to be aware of.

In collaboration with the Corporate Policy Team, lead the continuation of the policy work on participatory democracy, to meet the Mayor's manifesto commitment to transparency and openness. In particular, this will include working with colleagues to develop innovative ways by which the Mayor can deploy his mandate to convene partners around a common purpose and lead delivery; for example in key policy areas, such as net zero and green growth, culture, arts and heritage, and community wealth building.

Work closely with the Head of Communications and Marketing to:

- Represent the views of the Mayor to the media, where authorised to do so.
- Ensure the success of key events for the Mayor through effective co-ordination and expert project management.

Lead work to upskill and provide insight to the Senior Management Team, as may be necessary, drawing upon expertise in public policy, including levelling up and other political priorities

Ensure compliance with Corporate Governance procedures, procurement regulations and the Data Protection Act.

Undertake any other duties commensurate with the role as requested by management

About You

What kind of **behaviours** are important?

Ambition	Respectfully challenging of the team in terms of performance, challenging the behaviour of others if needed to drive the priorities of the Mayor
	Visibly demonstrates a can-do approach to their role, challenges they face and changes - upbeat and optimistic
Innovative	Demonstrates good judgement, capable of making decisions with limited information quickly to ensure initiatives are implemented

	Ensures initiatives are clearly aligned to organisational goals and objectives prior to implementation
Integrity	Consistently applies a high level of attention to detail, even when faced with time pressures
	Able to successfully manage multiple tasks simultaneously
Collaborative	Openly expresses differences of opinions with colleagues and team members in a professional, respectful manner
	Has the self-confidence to admit mistakes or errors when debating and working with others
Flexible	Engages with and consults with the team when appropriate with regard to the need for change and implementing new ideas
	Clearly articulates the need for change with the team to establish the motivation and drive to do something in a new way
Impact	Takes responsibility, ownership and holds themselves accountable to their colleagues, giving credit where it belongs
	Actively seeks out opportunities to make things better, focused on constantly improving outcomes and processes

What qualifications or wider knowledge do you need?	Measure	Rank
Understanding of and sensitivity to working successfully within a political context and governance framework.	A/I	E
Understanding of national and local political positions and perspectives.	A/I	E
Experience in a relevant area, including experience of a similar political advisor role.	A/I	D
Recent evidence of continuing professional development.	A/I	E
Knowledge of the challenges faced in growing the South Yorkshire economy and of policy relating to improving the lives of residents.	A/I	D
Knowledge of national legislation, policies, and developments relevant to economic growth and devolution.	A/I	D

What previous experience is needed?	Measure	Rank
A track record of working in a political environment.	A/I	E
Experience of working with politicians of different political parties and in a local and national context.	A/I	E
Experience of working with MPs and / or Councillors / and or Mayors.	A/I	E
A track record of advising on political matters as part of a scrutiny process.	A/I	D
A track record in research, analysis of and policies and their applicability to a local area, including assessing opportunities, challenges and risks.	A/I	E
A track record of establishing successful working relationships, both internal and with partners in order to get results in an economic growth context.	A/I	E
A successful record of planning, prioritising and producing work to a high standard.	I	E
Proven experience of report writing and making presentations.	A/I	E

What skills should you have?	Measure	Rank
High degree of political awareness and skilled at political negotiation.	A/I	E
Strong organisation, planning and time management skills with the ability to work under pressure, being self-motivated and able to use own initiative to complete tasks under minimal supervision.	I	E
Adept at building relationships, with politicians, officers, and other stakeholders, to maximise the effectiveness of the programme of the Mayor.	A/I	E
Excellent communication skills to produce quality documentation including reports, presentations, and speeches, ensuring they are suitable for a wide range of different	A/I	E

audiences.		
Strong analytical skills applied to carrying out research and developing evidence-based strategies, policies and procedures.	A/I	E
Excellent at collaboration and partnership working to get things done, and in pursuit of shared aims.	A/I	E

Additional Requirements	Measure	Rank
Close alignment and affinity with the priorities of the Mayor.	A/I	E
Willing to work flexibly to meet the operational needs of the Mayor.	A/I	E
Willing to undertake training and continuous professional development in connection with the post.	A/I	E
Work in accordance with the values and behaviours of both the Mayor and the South Yorkshire MCA.	A/I	E

Key

E = Essential / D = Desirable

A = Application form / I = Interview