



Job Description

Post Title	Chief of Staff
Team	Chief Executive Office
Reports to	Chief Executive

Purpose of the Role

The Chief of Staff is an important role, acting as a strategic partner and trusted advisor to the Chief Executive whilst providing high level executive and operational support. The postholder will coordinate cross-organisational priorities, will help the Chief Executive to manage the performance of the organisation, and will deliver defined strategic projects as required. They will also work closely with the Chair and Chief Executive to ensure the smooth running of the DA Board as well as broader governance forums. This role is pivotal in enabling the Chief Executive to focus on strategic leadership by ensuring the smooth running of operational activities and acting as a trusted advisor to internal stakeholders.

Key Accountabilities and Responsibilities

Strategic support to the Chief Executive

- Provide strategic support to the Chief Executive and to a lesser extent the Chair, ensuring they are well prepared for all meetings, are aware of any key organisational performance matters and are fully briefed on emerging issues.
- Ensure that the Chief Executive has the right information to enable them to take key decisions and ensure that those decisions are properly communicated and implemented.
- Coordinate cross-organisational projects and tasks to assist the Chief Executive in identifying, monitoring and mitigating any issues and risks that may compromise the delivery of the overall Programme objectives.
- Liaise with internal and Parliamentary stakeholders on behalf of the Chief Executive, ensuring clear and timely communication.
- Deputise for and represent the Chief Executive at designated meetings.
- Prepare high-quality briefings, reports, and speeches on behalf of the Chief Executive, for a range of internal and external audiences.
- Work with the General Counsel and Head of Corporate Governance on the management of corporate governance within the Delivery Authority to ensure accurate, timely and effective process for approvals and decision- making.
- Ensure that Executive Committee meetings are well run, are considering the right matters at the right time and that actions are clearly documented and followed up.

Organisational performance reporting

- Work with the DA Executive to draft annual organisational objectives and measures and secure DA Board sign off for these.

- Provide accurate monthly dashboard and year-end performance reporting to the DA Executive and Board, highlighting potential areas of risk with regards to effective achievement of organisational objectives.

Annual Report and Accounts production

- Act as the project manager for the production of the Annual Report and Accounts, authoring relevant sections and ensuring drafts are prepared to good quality and are subject to the relevant governance and external approvals before being laid in Parliament.

Management of Executive Support Team

- Ensure appropriately skilled Senior Executive Assistants are available to the DA and that all workloads are covered, managed and prioritised as required.

General

- Act as a role model for the R&R Programme values and proactively challenge behaviours that do not.

Key Stakeholders and Relationships

- The postholder will be expected to build and sustain effective stakeholder engagement and collaboration at a strategic and operational level, including:
- Chair and Members of the Delivery Authority Board, and Delivery Authority Executive and Senior Leadership team.
- Client Team Managing Director and members of the Client Team SLT.
- As required, Senior Officials of both Houses as well as their key members of staff.

Qualifications, Skills and Experience

Essential

- Demonstrable ability to develop and sustain relationships at a senior level and successfully facilitate joint decision-making and build linkages between internal and external stakeholders.
- A proactive, flexible and hands-on approach to identifying and resolving problems; a lateral thinker with the ability to spot linkages and dependencies.
- Highly developed written and verbal communication skills with the ability to quickly understand, interpret and present complex information clearly and concisely to a wide range of people.
- Well-honed project management skills and good understanding of governance in complex organisations; able to multi-task and manage conflicting priorities while, at times, working under considerable time pressure.
- Demonstrable ability in challenging upwards, and in holding senior members of staff to account for delivery of organisational priorities.
- Politically astute with an understanding of the type of political and stakeholder environment within which the Delivery Authority operates.
- Experience leading high performing teams, developing and mentoring and ensuring all colleagues are given the opportunities and experience to excel in their roles.

- Commitment to public service values, i.e., the Seven Principles of Public Life: Selflessness; Integrity; Objectivity; Accountability; Openness; Honesty; Leadership.

Desirable

- Understanding of Parliament and Government, including the interrelationship between the two, as well as the relationship between the House of Commons and the House of Lords.
- Experience in a strategic relationship management role for a large and complex project / programme.