

**Chief of Staff - Office of a Cabinet Secretary - [US Government Department]**

## [Department Description]

*Salary Commensurate with Qualifications, Education & University Guidelines.*

*We recommend membership in the Chief of Staff Association forms part of any renumeration package.*

Position Information

# Basic Function

The Chief of Staff (COS) shall serve as a member of the senior management team of [the Department], with authority over a wide range of management and technical assignments within the organization. They will also be assigned special projects that may be on-going and/or non-recurring in nature.

# Dimensions

The COS shall supervise the work of office staff, professionals, consultants, executive assistants, office secretary, human resources, and the diary management team to varying degrees at [organization name]. They will work collaboratively with members of the core committee of the organization and assist leaders including the Secretary.

# Nature and Scope

The COS will liaise between internal stakeholders including the President, Senate-confirmed appointees, executives, administrators, human resources, office secretary and staff. They will also liaise, organize, and execute in relation to external parties including government officials, consultants, auditors, legal representatives, union representatives, representatives from financial institutions, investment managers, representatives from other public bodies, and visitors to the office.

# Principle Duties

## The COS will:

* Be the Principal Advisor to the Cabinet Secretary.
* Be responsible for directing the operations of the Secretary’s Office and serve as the Secretary’s liaison to various committees within the organization.
* Manage the flow of communication to ensure consistent and responsive message delivery
* Assist in planning policies and goals consistent with organizational objectives and governmental regulations.
* Develop and implement a media strategy in consultation with internal stakeholders and help prepare the Secretary for media appearances.
* Help prepare press releases and work with [department name]’s media team to provide high-quality inputs and direction to media organizations on behalf of the department.
* Direct specific initiatives within the organization’s long-term and strategic direction.
* Manage comprehensive projects and assignments that require coordination of several different offices and/or areas of the organization including personnel/management reviews, and special studies.
* Prepare an agenda for each senior executive meeting and provide a summary of discussions and action items resulting from each meeting to attendees, with appropriate follow-up. Occasionally attend such meetings in lieu of the Secretary.
* Attend multilateral and bilateral conferences, with and without the Secretary.
* Develop data analysis and write reports for use in executive decision-making. handle data, communication and projects that are highly privileged and confidential.
* Provide leadership in the development and administration of organization-wide integrated plans and processes, including accreditation assessments and performance evaluation reviews.
* Maintain mutually supportive relationships with all tiers of the organization, including management, staff, outside agencies, consultants and vendors.
* Remove barriers that hamper communications.
* Monitor assignments which must be accomplished in conjunction with other senior executives.
* Represent the Secretary (if required) at events and functions of the diplomatic corps and ambassadorial functions.
* Prepare reporting materials and/or reports to Congress about compliance with relevant regulatory laws.
* Oversee the Secretary’s security requirements, including liaison with security detail.
* Prepare the Secretary for Congressional testimony, hearings, and media briefings.
* Perform other related duties as assigned.

# Core Competencies

## The COS must possess and demonstrate competencies in:

* The principles, practices and methods utilized in progressive leadership and staff level management.
* Production of presentations and financial models at a high level.
* Skill in management and leadership with the ability to direct programs, staff and cross-functional teams in an efficient and effective manner.
* Exceptional interpersonal skills including tact, patience, and acumen and the ability to work with many, diverse individuals and groups.
* Display comprehensive understanding of the department’s code of conduct
* Preparation of congressional testimony.
* Excellent organizational and analytical skills and the ability to formulate recommendations and improve team dynamics.
* Writing press releases and preparing materials for the media. Excellent oral and written communication skills including creative writing, presentation development and presentation skills.
* The ability to prioritize work actions and follow-up with meticulous attention to detail and accuracy.
* The ability to work effectively under pressure, handle multiple priorities, tasks, demands and time- sensitive pressurized situations.
* The ability to maintain effective and harmonious relations with the department’s stakeholders.

# Minimum Requirements

Master’s Degree in Business/Public Administration/Political Science or related field, and [range] years of relevant experience and/or an equivalent combination of [range] years combined higher education/training and experience.

***Note:*** *This position description should not be construed to imply that these requirements are the exclusive standards for the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required as directed by the President of the University. The university has the right to revise this position description at any time. This position description is not and should not be construed as a contract for employment.*