

Job Description

Job title: Senior Manager Strategy

Grade: 13 **Post number:** 000696

Directorate: Housing & Land

Unit: Programme, Policy and Services

Job purpose

1. Lead the development and implementation of the strategy, policy and actions to support the Mayor's strategic objectives for addressing housing need and housing provision in London.
2. Lead the development, production and monitoring of the Mayor's London regional housing plan
3. Service the Mayor's proposed new Housing Investment Board that will bring together the key investment partners for housing in London (Housing Corporation, London Development Agency and English Partnerships)
4. Provide policy development and implementation advice to Government on a strategic approach to reducing homelessness in London.
5. Work closely with Government, the Housing Corporation, London boroughs and other statutory and non- statutory agencies to ensure effective strategic policy implementation across London in respect of all aspects of homelessness and homelessness prevention.

Main duties

- Provide policy development and implementation advice to the Mayor and other partners on a strategic approach to improving housing conditions and reducing homelessness in London.
- Lead the development of effective working relationships with Government, the Housing Corporation, London borough councils, other statutory and non-statutory organisations and the private sector.
- Develop and implement systems and processes to establish, monitor and evaluate business plan objectives and ensure appropriate action in line with the decisions of the Mayor.

- In consultation with partner organisations, establish and manage a programme of information collection, research and analysis to support a pan-London approach to housing and homelessness.
- Establish and maintain internal working relationships to ensure opportunities for integration across the work programme of the Authority and the functional bodies are identified and realised.
- Undertake the lead support role to the proposed new Housing Investment Board for London.
- Lead and manage the Mayor's Housing Policy Team and associated resources in accordance with the Authority's policies, financial procedures and Code of Ethics and Standards.
- Prepare reports, briefings, speeches and presentations for the Mayor.
- Make presentations, as required, to the Mayor's Management Board, Advisory Cabinet, Assembly meetings, or at other events.
- Participate or lead as required on corporate projects and activities.
- Promote the benefits of London's diversity in all aspects of policy development and implementation.

Adjustment for disability

Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.

Key relationships

Accountable to: Executive Director of Housing & Land

Accountable for: Resources allocated to the job

Principal contacts: The Mayor and his policy advisers, Assembly Members, senior managers of the Authority and Functional Bodies, Government's Homelessness Directorate and other government departments, London boroughs, key statutory and non-statutory housing organisations

Person specification

1. Significant knowledge and understanding of housing and homelessness issues in London.
2. Evidence of success of developing and implementing strategies to promote housing and homelessness policies.
3. Experience of preparing clear and concise written reports, speeches and briefings on complex issues for a range of different audiences.
4. Experience of successful commissioning and management of research, and managing budgets
5. Understanding of governance, social, economic and public service issues for a multi-cultural city.
6. Able to lead, manage and motivate team members, ensuring work programmes are delivered in line with set team and departmental aims and objectives.
7. An understanding of how the GLA's wish to take a strategic lead in combating discrimination and promoting equality of opportunity throughout London can be enhanced and supported by this role.

PLANNING AND ORGANISING

... is thinking ahead, managing time, priorities and risk, and developing structured and efficient approaches to deliver work on time and to a high standard.

Level 3 indicators of effective performance

- Monitors allocation of resources, anticipating changing requirements that may impact work delivery
- Ensures evaluation processes are in place to measure project benefits
- Gains buy-in and commitment to project delivery from diverse stakeholders
- Implements quality measures to ensure directorate output is of a high standard
- Translates political vision into action plans and deliverables

PROBLEM SOLVING

... is analysing and interpreting situations from a variety of viewpoints and finding creative, workable and timely solutions.

Level 3 indicators of effective performance

- Clarifies ambiguous problems, questioning assumptions to reach a fuller understanding
- Actively challenges the status quo to find new ways of doing things, looking for good practice

- Seeks and incorporates diverse perspectives to help produce workable strategies to address complex issues
- Initiates consultation on opportunities to improve work processes
- Supports the organisation to implement innovative suggestions

RESPONDING TO PRESSURE AND CHANGE

... is being flexible and adapting positively, to sustain performance when the situation changes, workload increases, tensions rise or priorities shift.

Level 3 indicators of effective performance

- Clarifies direction and adapts to changing priorities and uncertain times
- Minimises the pressure of change for the directorate, lessening the impact for the team
- Uses change as an opportunity to improve ways of working, encouraging others' buy-in
- Keeps staff motivated and engaged during times of change, promoting the benefits
- Takes ownership for communicating change initiatives clearly, ensuring smooth implementation

COMMUNICATING AND INFLUENCING

... is presenting information and arguments clearly and convincingly so that others see us as credible and articulate, and engage with us.

Level 3 indicators of effective performance

- Encourages and supports teams in engaging in transparent and inclusive communication
- Influences others and gains buy-in using compelling, well thought through arguments
- Negotiates effectively to deliver GLA priorities
- Synthesises the complex viewpoints of others, recognises where compromise is necessary and brokers agreement
- Advocates positively for the GLA both within and outside the organisation

BUILDING AND MANAGING RELATIONSHIPS

... is developing rapport and working effectively with a diverse range of people, sharing knowledge and skills to deliver shared goals.

Level 3 indicators of effective performance

- Actively engages partners and encourages others to build relationships that support GLA objectives
- Understands and recognises the contributions that staff at all levels make to delivering priorities
- Proactively manages partner relationships, preventing or resolving any conflict
- Adapts style to work effectively with partners, building consensus, trust and respect
- Delivers objectives by bringing together diverse stakeholders to work effectively in partnership

STRATEGIC THINKING

...is using an understanding of the bigger picture to uncover potential challenges and opportunities for the long term and turning these into a compelling vision for action.

Level 3 indicators of effective performance

- Translates GLA vision and strategy into practical and tangible plans for own team or delivery partners
- Consistently takes account of the wider implications of team's actions for the GLA
- Encourages self and others to think about organisation's long term potential
- Informs strategy development by identifying gaps in current delivery or evidence
- Takes account of a wide range of public and partner needs to inform team's work

DECISION MAKING

... is forming sound, evidence-based judgements, making choices, assessing risks to delivery, and taking accountability for results.

Level 3 indicators of effective performance

- Makes sound decisions quickly on behalf of the GLA when a situation requires intervention
- Takes responsibility for team decisions, providing rationale when those decisions are questioned Involves senior stakeholders early in decisions that impact them
- Analyses organisational risks associated with decisions, including those with long term impacts, before committing to action
- Encourages others in the team to make decisions in their own area of expertise, take appropriate risks and learn from experience