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**Job Description**

## **Job title: Principal Adviser - Access & Inclusion**

### Grade: 9 Post number: GLA877

**Directorate: Development, Enterprise and Environment**

**Unit: Planning**

**Job purpose**

1. To support the Strategic Planning Manager(s) in ensuring that authoritative account is taken of requirements under the GLA Act and other legislation bearing on the Mayor’s equalities duties including, in particular, the need to secure a more accessible and inclusive environment across London.

2. At other times to provide, as required, inputs to the Mayor’s strategic development management process or effective advice on specified policy topics bearing on London’s economy, environment, transport or housing .

3 To represent the Mayor and provide advice at senior levels within the GLA and to external organizations, including examinations in public and public inquiries. The job may involve day-to-day staff management and deputizing where necessary for a Strategic Planning Manager

**Main duties**

1. To ensure that authoritative account is taken in the planning process of requirements under the GLA Act and other relevant legislation of the Mayor’s ‘equalities’ duties and in particular those concerned with access and an inclusive environment.
2. To encourage the integration of relevant access standards and a high quality, inclusive environment in the urban fabric of London; to lead on the provision of authoritative technical advice on these issues; and to ensure its incorporation in planning briefs, masterplans, development proposals and decisions, regeneration projects and the plans and strategies of other agencies especially Local Development Frameworks.
3. Foster and lead on the Mayor’s Strategic Access Forum, or related advisory groups, as the recognised network of local access groups in London and ensure that its members are involved in the access work undertaken by the GLA Group.
4. To contribute to the Mayor’s strategic development management process or to provide authoritative technical advice on aspects of planning policy for the environment, housing, the economy or transport (in addition to the specialist advice on access and an inclusive environment specified above).
5. Prepare responses to complex issues raised by central and local government, the public and other agencies and organisations on relevant issues and in particular access to the built environment for disabled people; and to represent the Mayor’s policies and objectives to achieve an inclusive environment.
6. Monitor and advise, where appropriate, on relevant policy issues and in particular the provision of inclusive access in major schemes and built environment projects.
7. Manage staff and resources allocated to the job in accordance with the Authority’s policies and Code of Ethics and Standards.
8. Realise the benefits of London’s diversity by promoting and enabling equality of opportunities and promoting the diverse needs and aspirations of London’s communities.
9. Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job, and participating in multi-disciplinary, cross-department and cross-organisational groups and project teams.

# **Key relationships**

Accountable to: Strategic Planning Manager – London Plan Team

The postholder will also carry out work for the GLA Development & Projects team

Accountable for: Staff and resources allocated to the job

Principle contacts: Mayor and Deputy Mayor, Assembly Members, mayoral advisers, senior managers, functional bodies, external consultants, other public private and community agencies and London boroughs.

**Person Specification**

**Technical requirements/experience/qualifications**

1. Graduate with good experience of advising on access issues and preferably eligible for membership of the Royal Town Planning Institute with post qualification experience in planning (policy, plan making and/or development management) or related discipline
2. Experience of leading strategic policy development and implementation at a senior level.
3. Technical and legal knowledge of the Mayors strategic development management process and/or of policy issues associated with London’s economy, housing, environment or transport and in particular a detailed understanding of access and inclusion issues and trends, and how these issues impact on other policy areas.

**Behavioural competencies**

**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

**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

* Advocates positively for the GLA both within and outside the organization
* 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

**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 2 indicators of effective performance

* Works with a view to the future, prioritising own and others’ work in line with GLA objectives
* Briefs and prepares team to accomplish goals and objectives
* Communicates the GLA’s strategic priorities in a compelling and convincing manner, encouraging buy-in
* Balances own team’s needs with wider organisational needs
* Identifies synergies between team priorities and other relevant internal agendas

**Managing and developing performance**

… is setting high standards for oneself and others, guiding, motivating and developing them, to achieve high performance and meet the GLA’s objectives and statutory obligations.

Level 2 indicators of effective performance

* Seeks opportunities to develop professional skills and knowledge and encourages team to do so.
* Ensures own and others’ workloads are realistic and achievable
* Provides staff with clear direction and objectives, ensuring they understand expectations
* Recognises achievements and provides constructive feedback and guidance
* Gives staff autonomy and confidence to perform well and to their potential

**Decision making**

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

Level 2 indicators of effective performance

* Takes decisions as necessary on the basis of the information available
* Makes decisions without unnecessarily referring to others
* **I**nvolves and consults internal and external stakeholders early in decisions that impact them
* Identifies potential barriers to decision making and initiates action to move a situation forward
* Demonstrates awareness of the GLA’s decision making processes and how to use them

**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

**Research and analysis**

… is gathering intelligence (information, opinion and data) from varied sources, making sense of it, testing its validity and drawing conclusions that can lead to practical benefits.

Level 3 indicators of effective performance:

* Expands networks to gain new information sources for research and policy development
* Identifies and implements methods to ensure intelligence is of a high quality
* Encourages others to analyse data from different angles, using multiple perspectives to identify connections and new insights
* Tailors research investment in line with likely impact for Londoners and policy priorities
* Retains a bigger picture view, ensuring research recommendations are appropriate and practical for the GLA and its stakeholders

**Reasonable adjustment**

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