

## Principal Government Relations Officer

### JOB DESCRIPTION

**Job title:** Principal Government Relations Officer

**Grade:** 10

**Directorate:** Mayor's Office

### Job Purpose

Provide public affairs advice and guidance to the Mayor and Deputy Mayors, devising and delivering lobbying strategies and programmes of engagement in relation to your government relations portfolio.

### Principal Accountabilities

- Develop and implement government affairs strategies and maintain systems and processes for ensuring their effective delivery in conjunction with the Head of Government and EU Relations and the Mayoral Director, Political and Public Affairs.
- Provide advice, both written and oral, to the Mayor and Deputy Mayors for meetings with government ministers, council leaders and other senior politicians, attending these meetings and ensuring actions are followed up.
- Assist in the design and delivery of the Mayor's local government and Metro Mayor engagement programmes. Lead on planning and delivery of Mayoral visits as required, including attending as the main point of contact for the Mayor and liaising directly with Leaders' offices, MPs, AMs and other relevant stakeholders.
- Take responsibility for strategic horizon scanning in relation to your government relations affairs portfolio and disseminating information and advice directly to the Mayor's Office and GLA senior staff, including identifying potential impacts on the Mayor / GLA.
- Build new and maintain existing relationships with senior stakeholders to assist in the delivery of initiatives to implement the Mayor's policies and programmes and lead on relationship management with key stakeholder groups in relation to the government relations portfolio.
- Co-ordinate and develop common responses and approaches for the Mayor and GLA group on government legislation, consultations and other activities, including through cross-department collaboration on a range of pan-London borough developments and activities.

- Establish and maintain strong relationships with relevant All-Party Parliamentary Groups and parliamentary committees.
- Draft Mayoral responses to Mayor's Questions and correspondence to senior political stakeholders, in central and local government and parliament and advise on the content of the Mayor and Deputy Mayor's key correspondence with Ministers and Borough Leaders/Chief Executives
- Establish and maintain excellent working relationships within the GLA and GLA group to ensure that that opportunities for integration and interdisciplinary working are realised.
- Deputise for the Head of Government Relations as required.
- Manage resources allocated to the job in accordance with the authority's policies and code of ethics and standards.
- 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.
- 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 task teams. Some evening and weekend work may be required on occasion.

### **Key Relationships**

Accountable to: Head of Government and EU Relations

Principal contacts: Mayoral Director, Political and Public Affairs, Deputy Mayors, Mayor's Office staff and teams within the GLA relating to your Government Relations portfolio.

### **Technical /Expertise specification**

1. Extensive knowledge and understanding of the processes and structures of central government and parliament, including the legislative and policy making process, plus London-wide issues in respect of the London boroughs and associated bodies and organisations.
2. Excellent written and verbal communication skills appropriate to communicate with a range of senior political and stakeholder audiences.
3. Experience of working in a high profile public affairs or political environment within a complex political organisation.
4. Experience of building and maintaining relationships with senior political stakeholders
5. Proven ability to engender trust and confidence and demonstrate probity and integrity in the provision of public affairs advice and support on complex political issues.

## **Behavioural competencies**

### **Building and Managing Relationships**

...is developing rapport and working effective 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

### **Stakeholder Focus**

... is consulting with, listening to and understanding the needs of those our work impacts and using this knowledge to shape what we do and manage others' expectations.

#### Level 3 indicators of effective performance

- Understands diverse stakeholder needs and tailors team deliverables accordingly
- Is a role model to others, encouraging them to think of Londoners first
- Manages stakeholder expectations, so they are high but realistic
- Removes barriers to understanding the needs of diverse stakeholders, including hard to reach groups
- Focuses own and team's efforts on delivering a quality and committed service

### **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

## **Organisational Awareness**

... is understanding and being sensitive to organisational dynamics, culture and politics across and beyond the GLA and shaping our approach accordingly.

### Level 3 indicators of effective performance:

- Uses understanding of differences between the GLA and its partners to improve working relationships
- Helps others understand the GLA and the complex environment in which it operates
- Translates changing political agendas into tangible actions
- Considers the diverse needs of Londoners in formulating GLA objectives
- Helps others understand how the media and external perceptions of the GLA influence work

## **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

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