**Job title: Senior Programme Co-ordinator**

**Grade: 11**

**Directorate: Housing and Land**

**Unit: Housing**

**Job purpose**

Lead on ensuring data structures and collection mechanisms support the effective programme management of the Mayor’s Housing and Land programmes and projects.. Produce clear, accurate and timely senior level reports, options appraisals and recommendations to the senior management arising from negotiations with senior staff internally and externally to implement the Mayor’s housing and land priorities.

**Principal accountabilities**

1. Provide strategic senior level leadership on all aspects of programme management of the Mayor’s housing and land priorities in line with current and future policy direction and targets.
2. Provide clear and effective options appraisals, risk analysis and recommendations to the senior management team to monitor programme delivery against the Mayor’s housing and land targets. Oversee the production of management reports for internal and external boards, working groups or stakeholders to manage and monitor programme budgets, forecasts and risk analysis against delivery
3. Lead on projects and working groups to negotiate with senior staff internally and externally to agree and develop new strategies to deliver the Mayor’s housing and land targets. Lead on the development of policy, programmes, bespoke analysis reports and processing tools to support the Mayor’s targets. Using advanced SQL and other data management query languages, alongside data analysis tools such as Business Objects, Excel, other data management systems and internal business systems related to housing and land
4. Lead on the development of operational policy and guidance to provide clear and accurate information to the wider directorate and externally on new programme and policy implementation and provide expert advice on data structures, data management and business analysis for bespoke GLA and other housing related IT systems.
5. Carry out in-depth analysis of the housing and land data and information to enable effective management of current and new programmes in line with the housing and land priorities and to provide timely reponses to queries received via Freedom of Information Act requests, Mayoral Questions, Write-ons and general enquiries.
6. Manage the preparation of all financial documents, including annual budget returns, year end accounts, invoicing and day to day financial payments in line with corporate procedures ensuring accuracy and timely responses to corporate teams.
7. Ensure compliance with GLA performance approval processes and support area teams in obtaining all necessary investment approvals and provide leadership and direction to line managed staff.
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 the GLA’s staff policies in undertaking the duties and responsibilities of this job, and participating in multi-disciplinary, cross-department and cross-organisational groups and project teams

**Key Contacts**

**Accountable to:** Senior Manager Programme Management

**Accountable for:** Resources allocated to the role including line management of Programme Team officers for day to day operations or via matrix management on specific projects.

**Person specification**

**Technical requirements/experience/qualifications**

1. Management level experience of leading on developing new approaches, procedures and policies, including the implementation of bespoke data management functions, to ensure delivery of targets for large investment programmes.
2. Advanced level, demonstrable experience in the use of data management tools such as Business Objects, Excel or other equivalent analysis systems to develop accurate tailored reports for senior management and operational staff to achieve corporate targets.
3. Extensive experience in using advanced SQL and other data management query languages.

**Behavioural competencies**

**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

**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

**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 2 indicators of effective performance

* Prioritises work in line with key team or project deliverables
* Makes contingency plans to account for changing work priorities, deadlines

and milestones

* Identifies and consults with sponsors or stakeholders in planning work
* Pays close attention to detail, ensuring team’s work is delivered to a high

standard

* Negotiates realistic timescales for work delivery, ensuring team deliverables

can be met.

**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

**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

**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

**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.