### Job Description

**Job title: Senior Cultural Policy Officer**

**Grade: 9**

#### Directorate: Communities and Intelligence

**Unit: Culture and Creative Industries**

#### Job purpose

To lead on the development and delivery of key policy and programmes managed by the Unit to achieve the Mayor’s Culture Strategy, working with the GLA’s partners and external stakeholders, and to provide flexible policy support across the Unit.

The post holder will manage the delivery of the statutory Culture Strategy for the Unit and its associated implementation plans. It will also support the Unit in developing and delivering evaluation and feedback mechanisms, ensuring that policy and evidence informs programmes, and that programme evaluation informs policy making, both within the Unit and across the GLA.

**Principal Accountabilities**

1. Responsible for the production and implementation of the Culture Strategy including overseeing the development, management and monitoring of implementation plans, updates to the strategy, and annual reports either internally or externally. Work across the GLA to ensure the strategy is in line with other Mayoral strategies and to maximise the benefits of strategic alignment. Work across the Unit to ensure feedback mechanisms between policy making and programme evaluation, and vice versa.
2. Lead on and deliver cultural policy development including commissioning research and publications; selecting and appointing delivery partners and consultants; managing negotiations with delivery partners and consultants; managing contracts and grant agreements; all in accordance with GLA procurement procedures.
3. Understand the impact of wider government, GLA and local authority policies (e.g. Immigration and Brexit) on the Unit’s role by building relationships with a variety of external agencies. Advise the Unit and the Mayor’s office on the impact of wider policy to ensure the GLA responds effectively.
4. Provide flexible policy development support across the Unit, contributing to written and oral briefings, consultation responses and specialist reports related to culture and the creative industries for the Mayor and his advisors, GLA staff, government departments and London and national organisations including:

* drafting timely responses to Mayoral questions and correspondence
* providing concise briefings and responses to questions
* providing meeting management and secretariat functions for key meetings
* representing the GLA at external events and meetings
* making timely responses to the London Assembly’s scrutiny function.

1. For all projects and programmes in own portfolio, work with the Unit’s project management guidelines to undertake proactive management, monitoring, verification and reporting of:

* Delivery of key outputs and outcomes and programme objectives, in line with the Mayor’s Culture Strategy,
* Progress against milestones for financial, outputs and outcome targets, ensuring delivery concerns are raised and tackled promptly;
* Risks and issues, to ensure awareness and understanding of these and implementation of appropriate and timely mitigations.

1. Establish and maintain strong relationships with a broad range of stakeholders including artists, cultural organisations, boroughs, voluntary groups, funding organisations, strategic agencies, and government, to ensure successful delivery of projects and programmes, uphold the reputation of the Unit and the GLA, and assist in delivery of the Mayor’s policies and programmes.
2. Represent the GLA, the Unit, our projects and programmes, to external audiences as required, ensuring a high level of visibility of our activities and of the outcomes and benefits for London and Londoners.
3. Hold budget accountability for all projects and programmes within own portfolio, including responsibility for accurate budgeting, forecasting and compliance with GLA approval processes and with all GLA and external funders’ financial, regulatory, audit and compliance requirements.
4. Manage resources allocated to tasks in accordance with the GLA’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.
5. 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 as necessary and appropriate to ensure that opportunities for integration and inter-disciplinary working are realised.
6. Undertake any other additional duties and tasks reasonably assigned to the job.

#### Dimensions

Accountable to: Principal Policy Officer, Creative Industries, Heritage and Skills

Accountable for: Resources allocated to the post

Principal contacts: Internal GLA Staff (Culture, Events, Education, Regeneration, Planning, Team London, Environment and Health Teams) and External stakeholders including London boroughs, delivery partners, cultural organisations, industry groups, external funders.

**Technical requirements/experience/qualifications**

1. Extensive experience within the culture and creative industries sector and knowledge of the key challenges facing the sector in London.
2. Successful track record of policy development, briefing and consultation response preparation in a fast-paced political environment.
3. Experience of commissioning and gathering intelligence (information, opinion and data), analysing results, and developing policy recommendations.
4. Extensive project management experience and a track record of successfully delivering results on target and within budget, reporting to key stakeholders, managing risk and evaluation.
5. Knowledge and understanding of political sensitivities; Experience working in a complex and dynamic environment.

**Behavioural competencies**

**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**

* 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

# PROBLEM SOLVING

… is analyzing 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 compel issues
* Initiates consultation on opportunities to improve work processes
* Supports the organisation to implement innovative suggestions

**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**

* 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

**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**

* 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

**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**

* 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 agendas

**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**

* 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

**ORGANISATIONAL AWARENESS**

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

**Level 2**

* Challenges unethical behaviour
* Uses understanding of the GLA’s complex partnership arrangements to deliver effectively
* Recognises how political changes and sensitivities impact on own and team’s work
* Is aware of the changing needs of Londoners, anticipating resulting changes for work agendas
* Follows the GLA’s position in the media and understands how it impacts on 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.