**Job Description**

**Job Title: Senior Adviser to Deputy Mayor for Environment & Energy**

**Grade: 11**

**Directorate: The Mayor’s Office Post number: GLA3360**

**Unit: Deputy Mayor's Support**

**Job Purpose**

1. To provide high level support to the Deputy Mayor through policy analysis and review, attending meetings, developing and maintaining internal and external contacts and dealing with correspondence to assist the Deputy Mayor fulfil their functions.
2. Provide a gateway between the Deputy Mayor, and policy teams to optimise targeted and focused contact/communication across the Deputy Mayor’s range of priorities.

**Principal Accountabilities**

1. To provide advice and support to the Deputy Mayor, in the policy area of environment and energy to support them in the delivery of the Mayor’s priorities.
2. Work with the Mayoral Directors and other colleagues to provide advice and support on the delivery of the Mayor’s agenda for environment and energy.
3. Work with relevant policy teams on behalf of the Deputy Mayor, review policy development and monitor programme delivery on behalf of the Deputy Mayor to give confidence that the Mayor and Deputy Mayor’s view and priorities are reflected as necessary and that the Mayor’s priorities are progressing in a timely and effective way.
4. Keep abreast of relevant external news developments and provide communications advice to the Deputy Mayor including commissioning speaking notes, position papers and briefings to support the Deputy Mayor in preparation for media interviews, social media and other external communications.
5. Keep abreast of key issues within the policy area and use this information to recommend new workstreams to the Deputy Mayor and support the policy area to develop detailed policy proposals in response to the emerging priorities.
6. Edit and draft speeches, reports, correspondence, Mayor’s Questions and briefings on behalf of the Deputy Mayor.

1. Work with the Deputy Mayor to establish and maintain a range of key stakeholder relationships to ensure effective partnership working to deliver the Mayoral priorities.
2. 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.
3. 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: Deputy Mayor and/or Mayoral Directors for their area of responsibility.

Principal contacts: Mayoral Directors, Deputy Mayors and Mayor’s Senior Advisers and Head of Private Office, policy teams in the GLA and functional bodies, internal and external stakeholders.

**Person specification**

**1. Technical requirements/experience/qualifications**

* Significant experience and proven track record of working within environmental policy area at a senior level.
* Extensive experience of programme and project management working across teams.
* Experience of engaging with stakeholders and managing communications in a political context
* Understanding of the role of the GLA, local and central government
1. **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 the 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.

**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

**DECISION MAKING**

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

**Level 3**

* 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

**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

**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

* Usesunderstanding 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