### GreaterLondonAuthority_grey_rgb

### Job Description

**Job title: Regional Lead (London Enterprise Adviser Network)**

**Grade: 9 Post Number:**

**Directorate: Communities and Intelligence**

**Unit: Team London**

## Job purpose

To manage the successful roll out and delivery of the London Enterprise Adviser Network (LEAN) pan London expansion by August 2020. The Regional Lead will be the main interface for the London Enterprise Adviser Network between the Greater London Authority (GLA), the Careers & Enterprise Company (CEC) and the London Sub Regional Partnerships. They will line manage three Network lead posts within the GLA. They will be employed by the GLA but recognised as the London Regional Lead for both the GLA and CEC.

**Principal accountabilities**

1. Oversee the project management of the Enterprise Adviser Network to engage business professional volunteers at mid-senior managerial level to support secondary schools, a small pilot of primary schools and FE colleges with their careers education strategies across London.
2. Manage a team of 3 Network Leads who will oversee the day-to-day relationships with the sub regional delivery partners and support them to align the EAN delivery with their sub regions skills priorities and strategies as well as the GLA Skills for Londoners Strategy and other GLA sector priorities. Act as a line of escalation for provider challenges.
3. Work closely with the Careers & Enterprise Company head office team, particularly the Employer Engagement, Investment and Regional Lead team, to ensure National offers are linked to the London All Age Career offer. This role will include working at the CEC office as a minimum every Monday and up to 2 days per week depending on project streams and will report to the Careers & Enterprise Company Interim Head of Hub delivery.
4. Manage and monitor the Enterprise Adviser Network budget efficiently and effectively and oversee the strategic management of the contracts with external delivery providers ensuring adherence to grant offer terms and conditions set out by the national funder the Careers & Enterprise Company.
5. Act as an ambassador for the Enterprise Adviser Network and drive the profile and brand of LEAN as a key strategic partner linked to skills and careers education at both a London and national level.
6. Oversee the implementation and monitoring of the CEC measurement and evaluation framework and develop additional London specific M&E measures as appropriate to demonstrate local impact. Provide regular reporting and early issue resolution, working with the CEC, GLA Skills and Employment team and escalating to line manager when issues arise.
7. Support the Team London Senior Manager (Business) and Careers & Enterprise Company Employer Engagement Manager to help activate businesses who wish to develop or implement an education or skills offer in to London schools and FE colleges.
8. Provide insight, recommendations, reports and briefings to the Mayor, Deputy Mayor, Assistant Director, the Careers & Enterprise Company CEO and COO and others as required across these responsibilities.
9. Work with the Team London communications team and other GLA units to ensure communications and events are linked to Mayoral priorities and relevant to all stakeholders (including volunteers).
10. Manage key external relationships including funding partners, sub regional partnerships and internal partnerships such as the Skills for Londoners Task Force, Task & Finish Groups and all GLA associated policy teams.
11. Work with the GLA Skills and Employment Policy Unit to develop an EAN offer in the Institutes of Adult Learning.
12. Manage staff and resources in allocated to the job in accordance with the Authority’s policies and Code of Ethics and Standards
13. 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: | Team London SLT (TBC) |
| Accountable for:  | 3 Network Leads |
| Principal contacts: | * + The Careers & Enterprise Company
	+ Skills & Employment Policy unit and LEAP
	+ Delivery partners and key providers such as Job Centre Plus (JCP) school advisors, Chartered Institute of Personnel and Development (CIPD) and National Careers Service (NCS)
	+ Sub regional partnerships, Local Authorities and BID’s
	+ Businesses
	+ Enterprise Advisers
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**Person specification**

**Technical requirements/experience/qualifications**

1. Ability to project manage complex projects with multiple delivery partners to time and deadline, manage multiple stakeholders and communicate to a large variety of audiences.
2. Strong stakeholder management skills, ability to communicate and engage a variety of audiences.
3. Experience of contract management of complex programmes and management of associated budget, monitoring and evaluation requirements and report creation
4. Knowledge and understanding of, and ability to operate successfully at a senior level in a complex organisational or political environment.
5. Experience of working with young people and schools on careers strategies and a strong understanding of national careers strategy and educational policy
6. Experience of working with volunteers, large scale delivery and business focussed is desirable.

**Behavioural competencies**

**Competencies**

**COMMUNICATING AND INFLUENCING**

… is presenting information and arguments clearly and convincingly so that others see us as credible and articulate, and engage with us.

**Why is it important?**

So that we can effectively engage our diverse audience - colleagues, eternal partners and Londoners - and ensure they understand, respond to what we do and help us to deliver.

**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 compel viewpoints of others, recognises where compromise is necessary and brokers agreement
* Advocates positively for the GLA both within and outside the organisation

**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
* Focusses own and team’s efforts on delivering a quality and committed service

**BUILDING AND MANAGING RELATIONSHIPS**

… is developing rapport and working effectively with a diverse range of people, sharing knowledge and skills to deliver shared goals.

**Why is it important?**

Having good working relationships with colleagues and effective alliances with eternal partners will help create an organisation people want to work with, enabling more effective delivery of the organisation’s strategic priorities.

**Level 3**

* 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

**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.

**Why is it important?**

We want to perform at the highest standard to deliver the GLA’s objectives. This means encouraging everyone to use their skills and knowledge in the most effective way and develop to their full potential.

**Level 3**

* Motivates and inspires others to perform to their best, recognising and
* valuing their work and encouraging them to learn and reflect
* Sets clear direction and expectations and enables others to interpret competing priorities
* Agrees and monitors challenging, achievable performance objectives in line with GLA priorities
* Manages performance issues effectively to avoid adverse impact on team morale and performance
* Promotes a positive team

**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.

**Why is it important?**

Success is measured by results. We will be judged by our ability to turn ideas and opportunities into concrete actions, working in partnership with others to deliver clear outcomes for Londoners in priority areas.

**Level 3**

* 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.

**ORGANISATIONAL AWARENESS**

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

**Why is it important?**

We are a high profile organisation, balancing statutory responsibilities with different demands and agendas. Our decisions can have wide repercussions on Londoners and beyond so we need to be able to navigate carefully and sensitively.

**Level 3**

* 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

**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.

**Why is it important?**

We operate in a challenging social, economic and political context that is constantly changing. We need to respond to this positively and resiliently to ensure we continue to meet the needs and expectations of Londoners.

**Level 3**

* 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

**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

### Reasonable adjustments

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

**Name of job description author**: Aimee Presly

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