### **Job Description**

### **Job title: Deputy Head of Office**

### **Grade: 8**

### **Post number: GLA3221**

### **Directorate: Assembly & Secretariat**

### **Unit: GLA Conservative Group**

**Job purpose**

To manage the provision of research support to the Members of the Group; to manage the related staffing team; and to represent the Group and its GLA-related positions/interests within the organisation and beyond.

**Principal accountabilities**

1. Working to the Head of Office, to have day-to-day management and leadership

responsibility for the Senior Researchers within the team and their work.

1. To have lead responsibility for the delivery, publication and related activity of the elected Members’ reports, to reflect Members’ priorities in relation to the major policy areas under the remit of the GLA.
2. To ensure the elected Members receive an excellent research service, and to liaise with relevant external bodies in the public, private sector and/or voluntary sectors, in order to facilitate an ongoing exchange of ideas and information to support the proposals and work of the elected Assembly Members.
3. To provide the Assembly Members with research support in regard to the Economy, Budget and Regeneration policy areas.
4. To assist the Head of Office in the leadership and work of the wider team as required, providing effective problem-solving capability and delivery capacity for the team.
5. To ensure effective communication and liaison between the Members of the Group and other Assembly Members, the Mayor’s Office, Secretariat and other GLA Directorates and the GLA’s functional bodies.
6. Manage resources allocated to the job in accordance with the Authority’s policies and code of Ethics and Standards.
7. 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 tasks teams

#### Key contacts: GLA Conservatives Group Assembly Members; Head of Committee and Member Services; Secretariat / GLA managers

#### Accountable to: Head of Office, GLA Conservatives; (and, informally, to the Party Group Leader)

#### Accountable for: Resources allocated to the job.

**PERSON SPECIFICATION**

**Technical requirements/experience/qualifications**

* Significant experience of successful working in a similar role within political or comparable high profile environment, including resolving complex issues effectively and efficiently.
* A thorough understanding of current policy issues affecting London, together with knowledge and understanding of the legislative framework in which the GLA works.
* Evidence of an ability to lead and motivate a team of staff to ensure that policies, programmes and strategies are implemented.
* Ability to produce authoritative clear and concise oral and written reports and research on complex issues for a range of audiences and present in a way that can be used by Assembly Members to their best advantage.
* Demonstrate commitment and understanding of the role of the GLA in promoting equality and working with diverse groups in developing the work required to advance the needs of Assembly Members.

**Behavioural competencies**

**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 3 indicators of effective performance

• 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 culture that respects diversity and deals with barriers to inclusion

**Decision Making**

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

Level 2 indicators of effective performance

• Takes decisions as necessary on the basis of the information available

• Makes decisions without unnecessarily referring to others

• Involves and consults internal and external stakeholders early in decisions that impact them

• Identifies potential barriers to decision making and initiates action to move a situation forward

• Demonstrates awareness of the GLA’s decision making processes and how to use them

**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 2 indicators of effective performance

• Communicates openly and inclusively with internal and external stakeholders

• Clearly articulates the key points of an argument, both in verbal and written communication

• Persuades others, using evidence based knowledge, modifying approach to deliver message effectively

• Challenges the views of others in an open and constructive way

• Presents a credible and positive image both internally and externally

**Problem Solving**

… is analysing and interpreting situations from a variety of viewpoints and finding creative, workable and timely solutions.

Level 2 indicators of effective performance

• Processes and distils a variety of information to understand a problem fully

• Proposes options for solutions to presented problems

• Builds on the ideas of others to encourage creative problem solving

• Thinks laterally about own work, considering different ways to approach problems

• Seeks the opinions and experiences of others to understand different approaches to problem solving

**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 2 indicators of effective performance

• Maintains a focus on key priorities and deliverables, staying resilient in the face of pressure

• Anticipates and adapts flexibly to changing requirements

• Uses challenges as an opportunity to learn and improve

• Participates fully and encourages others to engage in change initiatives

• Manages team’s well-being, supporting them to cope with pressure and change

**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 indicators of effective performance

• 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

**Planning and Organisation**

… 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

**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.