**Job Description**

**Job title: Board Secretary**

**Grade: 10**

**Post number: insert post number**

**Directorate: Secretariat**

**Unit: Committee Services**

*Job Purpose*

To manage the provision of secretariat and clerking support to the full range of mayoral boards supported by the Committee Services Team, including acting formally as Board Secretary to the London Economic Action Partnership (the London Local Enterprise Partnership board); to act as lead officer in ensuring that the Authority's decision-making processes, particularly in relation to its housing and regeneration responsibilities, operate in an efficient and effective manner; and to provide key support to the Head of Committee and Member Services in the development, implementation and management of the Authority's governance framework.

*Principal Accountabilities*

1. To establish, manage and develop the provision of efficient clerking services to the Authority to ensure that the Mayor, the Mayor’s senior advisers, other external persons appointed by the Mayor as board chairs and members and senior GLA officers are in compliance with its statutory and local policy requirements in this regard at all times, including via the development of systems and procedures to ensure the timely production, despatch, retention and recall of all relevant meeting-related information.

2. To ensure ~~the~~ appropriate and timely procedural and business management advice is provided to the Mayor, the Mayor’s senior advisers, other external persons appointed by the Mayor as board chairs and members and senior GLA officers to enable the Authority to meet its legal and statutory requirements in respect of its meeting procedures and processes, timescales and business planning.

3. To develop and maintain effective working relationships with the Mayor’s Office, Assembly Members, officers within the Assembly’s Secretariat, senior officers within the GLA and the Authority’s partner organisations to ensure appropriate and effective management of meeting-related business and continuous improvement in meeting-related activities.

4. To provide high quality clerking support to the meetings of the London Economic Action Partnership (London’s LEP) and ensure high quality clerking and governance support for bodies such as the Corporate Investment Board, Homes for Londoners board, London Health Board, Royal Dock Enterprise Zone boards and Skills for Londoners boards and any other such body as allocated.

5. To provide key support to the Head of Committee and Member Services in the development, implementation and management of the Authority's governance framework.

6. To play a leading role in the development and maintenance of the Committee Services Team’s ISO accredited Quality Management System and otherwise contribute to Directorate management through its management meeting processes, making a major contribution to the on-going development and improvement of the service.

7. To manage staff and resources allocated to the job in accordance with the Authority's policies and Code of Ethics and Standards.

8. To 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 and 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 task teams.

**Key contacts** Relevant Deputy Mayors and Assistant Directors.

**Accountable to:** Head of Committee and Member Services.

**Accountable for~~:~~**

2x Senior Board Officer

1x Board Officer

1x Board Coordinator

**Person specification**

**Technical requirements/experience/qualifications**

1. A track record of success in managing formal, high-level meetings involving the decision-making processes in a political organisation.

2. A track record of successful management of staff and resources.

3. Substantial knowledge and understanding of relevant legislation and procedural requirements, the ability to apply and interpret it, and substantial knowledge and understanding of relevant policy areas and partner organisations.

**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 3 indicators of effective performance

• 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

**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

**Responsible Use of Resources**

… is taking personal responsibility for using and managing resources effectively, efficiently and sustainably.

Level 3 indicators of effective performance

• Allocates financial and people resources efficiently to maximise value for team and wider organisation

• Thinks in terms of maximum efficiency when planning resource allocation

• Implements good practice on efficient use of resources

• Monitors financial performance and efficiency of own team, ensuring delivery of work within budget

• Negotiates and manages contracts responsibly across a diverse supplier base

**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

• 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

**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 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

**Working Patterns**

n/a

**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.

**Structure chart**

Structure chart is available from HR