**Job title: Senior Policy and Projects Officer**

# Grade: 9

**Directorate: Housing and Land**

**Unit: Housing**

# Job purpose

To lead on the development of the Mayor’s housing policies and projects, to put in place plans and partnerships to ensure the delivery of those policies and projects, and to support the Mayor in directing the use of London’s public housing investment.

# Principal accountabilities

1. Lead on the development, review and evaluation of the Mayor’s housing policies and projects, ensure the implementation of these policies and projects and monitor their impact on London’s housing market and housing needs.
2. As a leading expert in one or more major areas of housing policy, including the private rented sector, provide high level advice to the Mayor and his Policy Advisors.
3. Keep abreast of national and local housing issues, legislation, research and good practice, and identify those most likely to impact upon the Mayor’s housing policies and his investment priorities.
4. Research complex housing issues through the analysis and interpretation of data, policy information, research and legislation.
5. Manage complex and multiple research, policy and delivery projects, including procuring and managing consultants.
6. Draft briefings, presentations and reports on complex housing issues for the Mayor and his Policy Advisors, and respond to complex enquiries about the Mayor’s housing policies from Assembly members, MPs, other stakeholders and agencies, and Londoners.
7. Establish and maintain effective lines of communication and positive working relationships with key internal GLA family and external stakeholders: to ensure consistency across the Mayor’s policies and strategies; to disseminate the Mayor’s policies; and to promote cross-departmental and cross-organisational working.
8. Manage staff and resources allocated in accordance with the Authority’s policies and Code of Ethics and Standards.
9. Realise and promote the benefits of London’s diversity by promoting and enabling equality of opportunities, and promoting the diverse needs and aspirations of London’s communities.
10. Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job, and participate in multi-disciplinary, cross-department and cross-organisational groups and project teams.

# Key contacts

Accountable to: Private Rented Sector Manager

Accountable for: Resources allocated to the job

Principal contacts: Mayoral advisors, Assembly Members and their staff, senior managers, central government officers, London representative bodies, London boroughs and other statutory and voluntary agencies and functional bodies.

**Person specification**

**Technical requirements and experience**

1 A good understanding of issues and policy relating to housing or an equivalent social policy area.

1. Experience and understanding of policy and project development and implementation.
2. Experience of using IT software, including word processing, spreadsheets and statistical analysis of datasets.
3. An understanding of the GLA’s commitment to equality and diversity.

# 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 2 indicators of effective performance

* Develops new professional relationships
* Understands the needs of others, the constraints they face and the levers to their engagement
* Understands differences, anticipates areas of conflict and takes action
* Fosters an environment where others feel respected
* Identifies opportunities for joint working to minimise duplication and deliver shared goals

# 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

**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 indicators of effective performance

* Plans and prioritises own workload to meet agreed deadlines
* Advises colleagues or manager early of obstacles to work delivery
* Perseveres and follows work through to completion
* Checks for errors to ensure work is delivered to a high standard first time
* Effectively juggles priorities

**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

# 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 2 indicators of effective performance

* Proactively seeks new information sources to progress research agendas and address gaps in knowledge
* Grasps limitations of or assumptions behind data sources, disregarding those that lack quality
* Analyses and integrates qualitative and quantitative data to find new insights
* Translates research outcomes into concise, meaningful reports
* Identifies relevant and practical research questions for the future

# 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

**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 – Housing Programmes and Services**

Debra Levison

Senior Manager –Programmes and Services, G13

Rhona Brown

Private Rented Sector Programme Manager G10

G11

Leanne Keltie

Senior Programmes Officer (Specialist Housing)

G8

David Eastwood Services and Commissioning Manager G11

Jonathan Qureshi Rough Sleeping Manager G10

Colin Gipp

Principal Mobility Area Manager G9

G9

David Orton Senior Project Officer (Rough Sleeping) G8

G5

Sapna Sidar

Mobility Area Manager

G6

Bradley Miller

Mobility Area Manager

G6

Vacant

Senior Projects Officer (Private Rented Sector) G8

Matt Doherty

Mobility Area Manager G6

Vacant

Senior Policy and Projects Officer (Private Rented Sector) G9

Luke Oates

Senior Project Officer (Rough Sleeping) G7

Natalie Ferguson

Project Officer (Rough Sleeping) G5