

Job Description

Job title:	Senior Projects Officer (Insecure Immigration Status)
Grade:	Grade 8
Directorate:	Communities and Skills
Unit:	Communities and Social Policy

Job purpose

Work within the Social Integration Team to deliver projects and contribute to policy work aimed at supporting Londoners with insecure immigration status to resolve their citizenship and settlement needs. Proactively and consistently engage delivery partners as well as internal and external stakeholders to progress this work, ensuring implementation aligns with the Mayor's commitments in his Strategy for Social Integration.

Principal accountabilities

1. To develop and maintain effective relationships with partners across local and central government, independent organisations, civil society, grassroot and community led organisations.
2. To lead the commissioning, grant making and oversight of work to achieve the programme's key objectives
3. Commission and manage research to improve the quality of data and intelligence to inform future activity and support the aims of the work programme
4. Undertake strategic activity to influence the policy and political environment on behalf of Londoners
5. Develop effective communications and messaging aimed at a wide range of audiences to further the aims of the work programme
6. Identify and facilitate opportunities for closer collaboration across GLA programmes, as well as relevant external initiatives.
7. Actively support and contribute to provision of timely policy advice and briefings and responses to correspondence.
8. Support the wider Communities and Social Policy Unit in programmes which advocate for migrant Londoners with insecure status. Support the Social Integration Team on a wide range of communications, events and programmes as required.

Key Relationships

Accountable to: Senior Policy and Projects Officer (Immigration)

Accountable for: Resources allocated to the job.

Principal contacts: Communities and Social Policy Unit, Mayor's Office (including Deputy Mayors/Mayoral Advisors) and senior GLA colleagues, programme partners including local authorities, civil society, charitable funders.

Person specification

Technical requirements/experience/qualifications

1. Experience of working in partnership with a range of organisations, including public sector agencies and civil society.
2. In depth understanding of the policy issues affecting Londoners with insecure immigration status.
3. Experience of successful policy and programme development and delivery in a relevant social policy field.
4. Project management skills and experience, and ability to ensure initiatives are delivered to agreed targets and timescales.
5. Experience of planning and organising a variety of partnerships, networks, engagements, events and activities involving civil society, diverse communities and a wide range of stakeholders at all levels.
6. An understanding of operating in a politically sensitive environment, working across a range of stakeholders with potentially competing perspectives.
7. Understanding of, and a commitment to, equality of opportunity and serving London's diverse communities, and the ability to apply this in a policy and projects role.

Behavioural competencies

1. Building & 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

2. 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

3. 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

- 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

4. 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

5. 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

5. 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

6. 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

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.