

Job Description

Job title: Senior Programme Officer – Building Safety

Grade: 9 **Post Number:**

Directorate: Housing and Land

Job purpose

Provides a professional lead on administration of the GLA's investment programmes established to improve the safety standards of existing homes in London. Lead all aspects of the application, assessment, approval and monitoring process for a portfolio of buildings. Manage day-to-day relationships with a portfolio of stakeholders, including building owners and London boroughs.

Principal accountabilities

1. Build and maintain effective working relationships with investment partners to support effective administration of the GLA's building safety investment programmes.
2. Use professional judgement to support the effective use and management of public sector resources to maximum benefit of local communities. Manage the procurement of services required by the programme or project in line with the GLA's procurement procedures.
3. Ensure that all funding is appropriately safeguarded and utilised and risk management is embedded in all aspects of delivery and reporting.
4. Analyse, assess and interpret funding bids from applicants. Manage the subsequent investment programme, ensuring key milestones are achieved. Ensure project and programme performance is accurately maintained in line with reporting requirements.
5. Grow and maintain a thorough understanding of building safety and quality issues affecting residential buildings in London. Working with colleagues within Housing and Land, Planning, London Fire Brigade, Homes England, Government Departments and Local Authorities to support the development of business cases to support further investment and delivery by the Mayor or central Government.
6. Implement Mayoral or government policy initiatives and funding opportunities as they arise to support Mayoral and GLA housing objectives.
7. Ensure relevant residents and leaseholders are kept informed about remediation progress for buildings in receipt of GLA funding.

8. Use commercial and professional experience to provide constructive challenge through the use of commercial skills, business acumen and innovation and work with partners, including local authorities, to evaluate local priorities and targets and deliver cost effective development solutions.
9. Manage the delivery of compliance audits and ensure shortcomings in process are addressed.
10. Take a lead on specific technical building safety policy areas as needed to provide a strategic lead across the building safety team and support advice to the Mayor and other key stakeholders.
11. 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.
12. 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.

Accountable to: Senior Programme Manager – Building Safety

Accountable for: Resources allocated to the role.

Principal contacts: GLA housing teams, building owners, central Government, Homes England, London Boroughs and external consultants.

Person specification

1. Technical requirements/experience/qualifications

1. Appropriate Degree level qualification and/or appropriate professional qualifications/membership and/or demonstrable and relevant experience and skills.
2. Experience of programme or project management, including managing and working with external professional advisers
3. Knowledge of the housing, construction, building safety or a related sector.

2. 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 3 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

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 2 indicators of effective performance

- Seeks to understand requirements, gathering extra information when needs are not clear
- Presents the GLA positively by interacting effectively with stakeholders
- Delivers a timely and accurate service
- Understands the differing needs of stakeholders and adapts own service accordingly
- Seeks and uses feedback from a variety of sources to improve the GLA's service to Londoners

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

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 3 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

Organisational Awareness

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

Responsible Use of Resources

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

Level 3 indicators of effective performance

- Continually looks for opportunities to work more efficiently and sustainably
- Reduces team impact on the environment by implementing methods for reducing use of, reusing and recycling resources
- Improves local processes to maximise use of resources
- Monitors and stays within budget at all times

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.