**Job Description**

**GLA Job Title: Senior Project Coordinator - Major Ceremonials**

**Grade: 7**

**Directorate: Strategy and Communications**

**Unit: City Operations**

**Job Purpose**

To support the Major Ceremonials Manager with the Greater London Authority’s planning and delivery responsibilities for major and high impact state and ceremonial events across London. Building relationships with London’s key agencies and representing the GLA by providing assurance across both external and internal stakeholder meetings.

**Principal Accountabilities**

1. To coordinate the writing and collation of the Greater London Authorities internal plans in response to state and ceremonial events across London.
2. Support internal teams including Mayor’s Press Office, Facilities Management, Team London, Technology Group, Events for London, Digital and London Assembly Teams to develop individual unit plans that are deconflicted and enable the delivery of the Mayor’s commitments during these events.
3. Coordinate the administration and organisation of all relevant steering and working groups, prepare agendas, meeting minutes and issue actions and any papers for circulation.
4. In response to the activation of a major event support with the setup of the London Coordination Centre (LCC) facility which supports multi- agency operational working 24hrs a day during activation. The City Operations Support Officer will also take on a role within the facility for the duration of events.
5. Support the coordination of any internal and external stakeholder testing exercises to ensure plans that are developed are sufficiently tested and lessons learnt are shared across multiple teams, units and external agencies.
6. Supporting the completion of the Greater London Authority’s actions/ commitments that come out of multiple stakeholder meetings which include supporting the commitments and deliverables that the GLA make with the Cabinet Office.
7. Attend and provide updates and assurance to stakeholder meetings both internally within the GLA and externally ensuring updates are clear and issues are addressed in a timely manner.
8. Draft presentations and briefings for the Mayor’s Chief of Staff to present at multi -agency and high-profile meetings.
9. Support the Head of City Operations and the Major Ceremonials Manager with any ad hoc tasks related to the work of the City Operations unit where required.
10. 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: Major Ceremonials Manager

Principal Contacts: Internal GLA Teams, Transport for London, Network Rail, Cabinet Office, Royal Parks, DCMS, London Boroughs, Emergency Services.

**Personal Specification**

1. Experience in building and maintaining stakeholder relationships of cross-organisational projects that require partnership working within a live event environment.
2. Excellent written and communication skills as well as experience in presenting information to multi-agency groups of stakeholders.
3. An understanding of the issues associated with working in a complex political environment and the ability to negotiate and broker consensus with a number of stakeholders.
4. Knowledge of the structure of London government, in particular the respective roles of local authorities, the mayor, the GLA Group and Central Government; and an understanding of how the co-ordination of city operations for major events are delivered in London.
5. Candidate should be willing to undertake any additional training to meet the requirements of this role.

**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

* 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

**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

* 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

* 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

**PROBLEM SOLVING**

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

Level 2

* 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

**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

* 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.