**Job Description**

**Job Title: Economic Fairness, Programme Director**

**Grade: 12 Post number: STAF1013**

**Directorate: Development, Enterprise and Environment**

**Unit: Regeneration and Economic Development**

### Job Purpose

Working on behalf of the Mayoral Director, Policy and the Senior Adviser to the Mayor - Business and Digital Policy, to lead and coordinate across Directorates the GLA’s Economic Fairness programme, including policies that address fair pay, employment rights, workplace diversity and inclusion, work-life balance, social mobility, and financial inclusion.

To initiate and lead policies, programmes and projects that 0will help to ensure delivery of the Mayor’s priorities for economic fairness in the capital, as set out in his Economic Development Strategy and his other strategies, and to identify new opportunities for the Mayor to advance economic fairness across London.

To manage key external stakeholder relationships, working with the Mayor’s Senior Adviser, Business and Digital Policy, and other senior staff of the GLA and its functional bodies.

**Principal accountabilities**

General

1. Pro-actively lead on the development, implementation and monitoring of a programme of cross-cutting policies and the delivery of programmes and projects to support the Mayor’s commitment to economic fairness, through tackling issues such as low pay, financial exclusion, and workplace exploitation or poor standards.
2. Be responsible for the co-ordination, monitoring and presentation of pan-GLA activity that supports the economic fairness priority, working with internal and external partners to ensure alignment and that opportunities for positive outcomes are maximised.
3. To support the Mayor’s Office in delivering London policy responses on key aspects of economic fairness, initiating new work as required in discussion with the Mayor’s advisors.
4. Ensure the Mayor of London and his Advisers are provided with high quality briefings and speaking notes.
5. Manage any staff and resources allocated to the job in accordance with the Authority’s policies and Code of Ethics and Standards.
6. 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

Specific

The current portfolio of the post requires the post holder to:

*Economic Fairness*

1. Lead on all policy development in relation to economic fairness, coordinating approaches to and working with key external stakeholders such as the wider public sector, business community and relevant third sector bodies such as trade unions and campaigning organisations.
2. Lead the Mayor’s campaigns with business and other key stakeholders in relation to economic fairness.
3. Manage events such as roundtables, consultation and other events being led by the GLA on economic fairness.
4. Support and provide updates to the GLA’s Economic Fairness Steering Group, ensuring that policy and monitoring papers are prepared and circulated effectively to allow proper consideration and discussion.
5. Lead for the GLA on the sponsorship and performance reporting of economic fairness across City Hall and wider GLA group teams.
6. Provide intelligence for the Mayor and his Advisors regarding key issues relating to economic fairness in London.

*Policy and delivery responsibilities*

1. To initiate, maintain and develop effective high-level relationships with key decision-makers in the private, public and voluntary sectors.
2. Working with the private sector to ensure that business contributes to the Mayor’s priorities for London on economic fairness.
3. Realise the benefits of London’s diversity by promoting and enabling equality of opportunity, and promote the diverse needs and aspirations of London’s communities
4. To work with the GLA group’s responsible procurement team to ensure alignment, and collect examples of best practice that can promote externally to encourage others to do likewise.
5. The post holder will work closely with other teams across the GLA, businesses and stakeholders in areas where adoption of key policies and programmes in relation to economic fairness will be critical to success.

**Key relationships**

Accountable to: Head of Economic Development and Mayoral Director, Policy.

Accountable for: Any staff and resources allocated to the post

**Person specification**

Technical competences and experience

1. A degree, professional qualification or equivalent professional experience.
2. Experience of working with the public and private sector and a good understanding of the differences in their perspectives and values.
3. Experience of delivering cross cutting outcomes in a matrix working environment
4. A track record of success working at a senior level in a large, complex organisation in the public or private sector.
5. Good understanding of economics and business policies and their impact on people’s lives, preferably with relevant academic or professional qualifications and relevant experience, or at least the ability to develop this knowledge quickly.
6. Experience of relationship management at a senior level in either the public or private sectors.

**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 4 indicators of effective performance:

* Identifies and engages a diverse range of influential contacts within stakeholder and community groups, and partner organisations
* Builds alliances to establish mutually beneficial working arrangements,

openly sharing knowledge and insights

* Actively challenges and addresses ‘silo attitudes’ to encourage effective

relationship building inside and outside the GLA

* Understands the complexities of political dynamics and uses this to

manage relationships and resolve conflict effectively

* Identifies clear win-win situations with external partners

**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 4 indicators of effective performance:

* Adapts objectives and the GLA’s public facing position based on the context behind stakeholder needs and requests
* Builds the GLA’s reputation as an organisation committed to meeting the needs of Londoners
* Manages partner organisations’ and Londoners’ expectations of the GLA by anticipating and influencing changing priorities
* Instils a culture that encourages GLA staff to think about meeting Londoners’ needs first
* Builds the confidence of staff, partner organisations and Londoners by ensuring the GLA delivers quality work

## **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 4 indicators of effective performance:

* Articulates self with credibility and conviction, encouraging buy-in to

corporate position

* Influences the thinking of other organisations, encouraging them to deliver

in line with the GLA

* Ensures that the organisation communicates inclusively with staff and

external stakeholders

* Acts as a credible and convincing spokesperson and negotiator for the GLA
* Instils a corporate commitment to accessible communication

## **Strategic Thinking**

…is using an understanding of the bigger picture to uncover potential challenges and opportunities for the long term and turning these into a compelling vision

for action.

Level 4 indicators of effective performance:

* Develops a positive and compelling vision of London’s future potential, demonstrating confidence in the strategic direction of the GLA
* Translates an understanding of the complex and diverse threats and issues facing London into positive action
* Proactively involves partners in strategic thinking, incorporating their views into plans and working with them to align strategic priorities
* Sets organisational priorities by identifying where time and investment is needed most
* Generates and leads strategic initiatives that reflect the GLA’s position as a regional authority

## **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

**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 4 indicators of effective performance:

* Takes accountability for monitoring delivery of the GLA’s commitments
* Uses quality assurance processes across the organisation as a feedback mechanism to improve performance
* Takes responsibility for ensuring tools and techniques are available for the effective management of programmes
* Realigns GLA objectives to respond to changing external & internal agendas
* Uses feedback from all sectors as a performance measure for GLA work

## **Problem Solving**

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

Level 4 indicators of effective performance:

* Seeks multiple perspectives to understand the breadth and depth of complex issues
* Produces strategies to solve organisation-wide problems, considering the practical and political concerns associated with the implementation of solutions
* Enables the GLA to continuously improve and innovate in the long term
* Problem solves jointly with others to stimulate innovation
* Turns ambiguous or difficult situations into opportunities

## **Organisational Awareness**

… is understanding and being sensitive to organisational dynamics, culture and politics across and beyond the GLA and shaping our approach accordingly.

Level 4 indicators of effective performance:

* Focuses on the needs of Londoners, promoting organisational awareness of how they impact GLA priorities
* Anticipates and responds appropriately and professionally to political pressure, inspiring confidence and trust from politicians
* Shapes senior stakeholders’ perceptions of the GLA, using their influence to support the GLA agenda
* Influences Londoners’ perceptions of the GLA, using the Media where appropriate
* Leads the organisation by setting the highest standard in upholding integrity and ethical behaviour