### Job Description

**Job title: Committee Officer**

**Grade: 7**

**Post number: GLA1736**

**Directorate: Assembly & Secretariat**

**Unit: Committee Services**

**Job purpose**

To provide high quality committee services support for the work of the Assembly’s scrutiny committees, panels and working groups.

**Principal accountabilities**

1. To provide committee services support to the Authority to ensure that the meetings and papers for the London Assembly’s scrutiny committees and panels are organised and managed to the highest standards. Undertake the full range of related activities including managing work programmes, scheduling of meetings, preparation of reports and agenda, drafting of accurate records of meetings and the provision of support for the Assembly’s scrutiny projects in accordance with the Directorate’s policies and procedures.
2. To develop and maintain effective working relationships with Assembly Members, officers within the Assembly’s Secretariat, senior officers within the GLA and the Authority’s partner organisations to ensure appropriate and effective management of Assembly and committee business and continuous improvement in meeting-related activities.
3. To ensure that all relevant people are properly briefed on key issues in advance of meetings, that early warning of issues is provided in a timely and effective manner and to initiate, co-ordinate and monitor action taken to implement decisions of committees and other bodies.
4. To provide support for the Committee Services Manager in managing day-to-day committee business, servicing meetings as required and undertaking such related duties as allocated.
5. To contribute to the development, implementation and management of the Authority's governance framework.
6. To conduct business in accordance with GLA policies and the Committee Services team’s ISO accredited Quality Management System.
7. To utilise resources allocated to the job in accordance with the Authority’s policies and Code of Ethics and Standards.
8. 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 and 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.
9. This job is ‘politically restricted’ under the Local Government and Housing Act 1989.

**Key contacts** Assembly Members; Committee Services team; scrutiny managers

**accountable to:** Committee Services Manager

**accountable for:** Resources allocated to the job

**Person specification**

**Technical requirements/experience/qualifications**

1. Proven track record of success in managing formal Committee meetings involving the decision-making processes in a party political organisation.
2. Evidence of ability to interpret and apply relevant legislation.
3. Awareness of current affairs.

**Behavioural competencies**

**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

**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

**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

**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

**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

**Working Patterns**

n/a

**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**

Structure chart is available on request from HR.