

## **Job Description**

<b>Job title:</b>	<b>Senior Manager – Housing Strategy</b>	
<b>Grade:</b>	<b>13</b>	<b>Post number: 000696</b>
<b>Directorate:</b>	<b>Housing &amp; Land</b>	
<b>Unit:</b>	<b>Programme, Policy and Services</b>	

## **Job purpose**

This senior manager in the housing and land directorate, will lead the development and implementation of the strategy, policy and actions to support the Mayor's strategic objectives for addressing housing need and housing provision in London and to support the discharge of the GLA's statutory housing functions, including administration of the affordable homes programme.

And also lead the development, production and monitoring of the Mayor's statutory London Housing Strategy and contribute to the development of the Mayor's housing investment programmes.

## **Principal Accountabilities**

1. Provide policy development and implementation advice to the Mayor and other partners on a strategic approach to increasing housing supply, housing affordability, improving housing conditions and reducing homelessness in London.
2. Lead the development of effective working relationships with Government, London borough councils, other statutory and non-statutory organisations and the private sector.
3. Work closely with the GLA Planning team to develop and monitor London Plan policies which support delivery of housing in London.
4. Support the Assistant Director for Housing and Executive Director for Housing and Land to service the Homes for Londoners Board and lead the strategy and research and analysis functions of the Housing & Land directorate.
5. Develop and implement systems and processes to establish, monitor and evaluate housing objectives and ensure appropriate action in line with the decisions of the Mayor, including via the statutory London Housing Strategy and London Plan, and the Mayor's investment programmes.
6. Provide policy development and implementation advice to the Mayor and the Deputy Mayor for Housing and Residential Development on a strategic approach to addressing London's housing needs and reducing homelessness in London.
7. Work closely with Government, London boroughs and other statutory and non- statutory agencies and housing providers to ensure effective strategic policy implementation across London in respect of all aspects of housing.

8. In consultation with partner organisations, establish and manage a programme of information collection, research and analysis to support a pan-London approach to housing and homelessness.
9. Establish and maintain internal working relationships to ensure opportunities for integration across the work programme of the Authority and the functional bodies are identified and realised.
10. Provide effective leadership and management of the Housing Policy Team and participate in or lead as required, multi-disciplinary, cross-department and cross-organisational projects and activities.
11. Work closely with and deputise for the Assistant Director for Housing, as required and prepare briefings, speeches and presentations for the Mayor and Deputy Mayor for Housing and Residential Development, as appropriate.
12. Provide reports and make presentations, as required, to the Housing and Land Directorate Management Team, Deputy Mayor for Housing and Residential Development, Homes for Londoners Board, the London Assembly and other relevant bodies.
13. Promote the benefits of London's diversity in all aspects of policy development and implementation.

### **Adjustment for disability**

Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.

### **Key relationships**

Accountable to: Assistant Director - Housing

Accountable for: Resources allocated to the job

Principal contacts: The Mayor and his policy advisers, Deputy Mayor for Housing and Residential Development and his senior advisor, Assembly Members, senior managers of the Authority and Functional Bodies, Government departments, London boroughs, key statutory and non-statutory housing organisations.

## **Person specification**

1. Significant knowledge and understanding of housing supply, affordable housing and homelessness issues in London.
2. Evidence of success of developing and implementing strategies to promote housing and homelessness policies.
3. Experience of preparing clear and concise written reports, speeches and briefings on complex issues for a range of different audiences.
4. Experience of successful commissioning and management of research, and managing budgets
5. Understanding of governance, social, economic and public service issues for a multi-cultural city.
6. Able to lead, manage and motivate team members, ensuring work programmes are delivered in line with set team and departmental aims and objectives.
7. An understanding of how the GLA's wish to take a strategic lead in combating discrimination and promoting equality of opportunity throughout London can be enhanced and supported by this role.

## **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

- Monitors allocation of resources, anticipating changing requirements that may impact work delivery
- Ensures evaluation processes are in place to measure project benefits
- Gains buy-in and commitment to project delivery from diverse stakeholders
- Implements quality measures to ensure directorate output is of a high standard
- Translates political vision into action plans and deliverables

## **PROBLEM SOLVING**

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

### Level 3 indicators of effective performance

- Clarifies ambiguous problems, questioning assumptions to reach a fuller understanding
- Actively challenges the status quo to find new ways of doing things, looking for good practice

- Seeks and incorporates diverse perspectives to help produce workable strategies to address complex issues
- Initiates consultation on opportunities to improve work processes
- Supports the organisation to implement innovative suggestions

### **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 3 indicators of effective performance

- Clarifies direction and adapts to changing priorities and uncertain times
- Minimises the pressure of change for the directorate, lessening the impact for the team
- Uses change as an opportunity to improve ways of working, encouraging others' buy-in
- Keeps staff motivated and engaged during times of change, promoting the benefits
- Takes ownership for communicating change initiatives clearly, ensuring smooth implementation

### **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

### **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

- 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

## **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 3 indicators of effective performance

- Translates GLA vision and strategy into practical and tangible plans for own team or delivery partners
- Consistently takes account of the wider implications of team's actions for the GLA
- Encourages self and others to think about organisation's long term potential
- Informs strategy development by identifying gaps in current delivery or evidence
- Takes account of a wide range of public and partner needs to inform team's work

## **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