

Job Description

Job Title:	Senior Adviser for Deputy Mayor (Housing & Residential Development)	
Grade:	11	
Directorate:	Housing & Land	Post number: 004113
Unit:	Housing	

Job Purpose

1. To provide high level support to the Deputy Mayor for Housing & Residential Development, the Executive Director of Housing & Land and senior managers through policy analysis and review, attending meetings, developing and maintaining internal and external contacts and dealing with correspondence.
2. Provide a gateway between senior Housing & Land managers, the Deputy Mayor, and policy teams to optimise liaison, contact and communication.

Principal Accountabilities

1. To provide and coordinate high level advice and support to the Deputy Mayor, in the relevant policy areas to support them in the delivery of the Mayor's priorities.
2. Work with the Mayoral Directors and other colleagues to provide advice and support the delivery of the Mayor's agenda in the specific policy area.
3. Contribute to the development of continuing strategic planning, research and analysis across the relevant areas of responsibility.
4. Work with relevant policy teams on behalf of the Deputy Mayor on the development of policies, programmes and objectives to ensure that the Mayor and Deputy Mayor's view and priorities are reflected as necessary.
5. To act as a bridge between and within the team of Mayoral appointees and with the rest of the GLA and GLA group on policy development and project management to give confidence to the Deputy Mayor that the Mayor's priorities are progressing in a timely and effective way.
6. On behalf of the Deputy Mayor prepare, and where necessary commission and review briefing papers, reports, and position papers to support meetings with external stakeholders and the preparation of speaking notes and to provide updates to the Deputy Mayor and aid their speed of response to press, internal processes and other enquiries.
7. Keep abreast of key issues within the policy area and use this information to recommend new workstreams to the Deputy Mayor and support the policy area to develop detailed policy proposals in response to the emerging priorities.

8. Contribute to and draft as necessary speaking notes and responses to correspondence on behalf of the deputy Mayor.
9. Working with the Deputy Mayor establish and maintain a range of key stakeholder relationships to ensure effective partnership working to deliver the Mayoral priorities.
10. 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.
11. 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.

Key relationships

Accountable to: Deputy Mayor and/or Mayoral Directors for their area of responsibility.

Principal contacts: Mayoral Directors, Deputy Mayors and Mayor's Senior Advisers and Head of Private Office, policy teams in the GLA and functional bodies, internal and external stakeholders.

Person specification

1. Technical requirements/experience/qualifications

- Significant experience and proven track record of working within the relevant policy area at a senior level.
- Extensive experience of programme and project management working across teams.
- Experience of engaging with stakeholders and managing communications in a political context
- Understanding of the role of the GLA, local and central government

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

- 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

Communicating and Influencing

...is presenting the 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.

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

DECISION MAKING

... is forming sound, evidence-based judgements, making choices, assessing risks to delivery, and taking accountability for results.

Level 3

- 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

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

Organisational Awareness

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

Level 3 indicators of effective performance

- Uses understanding of differences between the GLA and its partners to improve working relationships
- Helps others understand the GLA and the complex environment in which it operates
- Translates changing political agendas into tangible actions
- Considers the diverse needs of Londoners in formulating GLA objectives
- Helps others understand how the media and external perceptions of the GLA influence 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