

# GREATER**LONDON**AUTHORITY

## **JOB DESCRIPTION**

**Job title:** Senior Policy and Projects officer (Migration and Refugees)

**Grade:** 9

**Directorate:** Communities and Intelligence

**Unit:** Communities and Social Policy

### **Job Purpose**

To enable the Mayor and the Board of the London Strategic Migration Partnership (LSMP) to fulfil their strategic leadership role in the field of migrant integration, by supporting them in developing and implementing strategy for the integration of London's migrants including refugees.

To lead on managing the operation and organization of the LSMP day to day including managing sub groups, research, policy analysis and advice, and external relationships.

### **Principal Accountabilities**

- 1 To support the delivery of the Mayor's Social Integration Strategy 'All of Us' through the work of the London Strategic Migration Partnership.
- 2 Work with internal and external stakeholders and participate in GLA wide projects to ensure opportunities for integrating across the work programme of the Authority are identified and realized.
- 3 To support the LSMP Board in implementing the Mayor's strategy, including coordination of action by partner agencies to deliver it and managing the preparation of relevant papers and presentations for Board meetings.
- 4 To inform the work of the LSMP through conducting research, analysis and briefings on current issues in immigration and asylum policy, and their implications for London.
- 5 To act as the main point of contact for stakeholders working with the LSMP Board, so as to build its relationship with London partners both within and outside the GLA.
- 6 To assess the implications for London of international migration and of national policy proposals, legislation and initiatives on immigration and asylum, and to advise the Mayor and Board accordingly.
- 7 To maintain awareness of progress on migrant and refugee integration in other regions and advise the Mayor and Board accordingly.

- 8 To build, manage and maintain effective dialogue with London stakeholders and partners in voluntary, community, private and statutory sectors, to enable them to have an effective voice on the Board and inform the Mayor's strategic work on the migrant and refugee integration in London.
- 9 Promote and enable equality of opportunities and promote the diverse needs and aspirations of London's communities.
- 10 Manage staff and resources allocated in accordance with the Authority's policies and Code of Ethics and Standards.
- 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:** Principal Policy and Projects Officer (Migration and Refugees)

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

**Principal contacts:** London boroughs, businesses, community organisations and charities, Central Government, Mayor's Office.

### **PERSON SPECIFICATION**

#### **Technical requirements/experience/qualifications**

- Excellent understanding and knowledge of immigration and integration policy issues, in London and nationally.
- Experience of stakeholder engagement with the statutory sectors.
- Experience of providing policy advice within a political environment, writing reports and briefings on complex and/or sensitive issues for a variety of expert and non-expert audiences.
- Experience of scoping and commissioning research to fill gaps in evidence
- Understanding of the migrant and/or refugee sector (including community and voluntary bodies)
- A track record in successfully undertaking project work and delivering on target and to budget.

## **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 indicators of effective performance

- 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 for joint working to minimise duplication and deliver shared goals

### **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

### **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 2 indicators of effective performance

- Works with a view to the future, prioritising own and others' work in line with GLA objectives
- Briefs and prepares team to accomplish goals and objectives
- Communicates the GLA's strategic priorities in a compelling and convincing manner, encouraging buy-in
- Balances own team's needs with wider organisational needs
- Identifies synergies between team priorities and other relevant agendas

## **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

## **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 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

## **RESEARCH AND ANALYSIS**

...is gathering intelligence (information, opinion and data) from varied sources, making sense of it, testing its validity and drawing conclusions that can lead to practical benefits.

### Level 2 indicators of effective performance

- Proactively seeks new information sources to progress research agendas and address gaps in knowledge
- Grasps limitations of or assumptions behind data sources, disregarding those that lack quality
- Analyses and integrates qualitative and quantitative data to find new insights
- Translates research outcomes into concise, meaningful reports
- Identifies relevant and practical research questions for the future

## **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

### Reasonable adjustments

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