### Job Description

**Job title: Principal Committee Manager**

**Grade: 9**

**Post number: GLA2753**

**Directorate: Secretariat**

**Unit: Committee & Member Services**

#### Job purpose

To provide high quality committee services support for the work of the London Assembly, its key decision-making bodies and committees and any other board/committees of the Authority as required; to provide day-to-day line management of relevant members of the Committee Services Team and London Assembly party Group staff as allocated.

#### Principal accountabilities

1. To provide high quality clerking support to the Authority to ensure that the meetings and papers for the London Assembly, its key decision-making committees and any other board/committees of the Authority as required are organised and managed to the highest standards; to 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 provide appropriate and timely procedural and business management advice to the chairs and members of the relevant bodies and senior officers to enable the Authority to meet its legal and statutory requirements in respect of its committee procedures and processes, timescales and business planning.
3. 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, ensuring 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 manage relevant Committee Services relevant members of the Committee Services Team and London Assembly party Group staff as allocated.
5. To provide and/or support for the Committee Services Manager in managing day-to-day committee business, servicing meetings as required, providing staff resource to support meetings across the entire team’s area of responsibilities as required and undertaking such related duties as allocated.
6. Contribute to the development, implementation and management of the Authority's governance framework, ensuring that business is conducted in accordance with GLA policies and the Committee Services team’s ISO accredited Quality Management System.
7. Utilise resources allocated to the job in accordance with the Authority’s policies and Code of Ethics and Standards.

#### Key contacts: Assembly Members; scrutiny managers

**Accountable to:** Committee Services Manager.

**Accountable for:** Relevant members of the Committee Services Team and London Assembly party Group staff as allocated.

**Person specification**

**Technical requirements/experience/qualifications**

1. Proven track record of success in managing formal committee meetings involving the decision-making processes in a high-profile and/or political organisation.
2. Evidence of ability to interpret and apply relevant legislation.
3. Awareness of current affairs.
4. Proven track record of success in managing staff / teams

**Behavioural competencies**

**Managing and developing performance**

… is setting high standards for oneself and others, guiding, motivating and developing them, to achieve high performance and meet the GLA’s objectives and statutory obligations.

## Level 3 indicators of effective performance

* Motivates and inspires others to perform to their best, recognising and valuing their work and encouraging them to learn and reflect
* Sets clear direction and expectations and enables others to interpret competing priorities
* Agrees and monitors challenging, achievable performance objectives in line with GLA priorities
* Manages performance issues effectively to avoid adverse impact on team morale and performance
* Promotes a positive team culture that respects diversity and deals with barriers to inclusion

## 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

### 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

## 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 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

#### 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 from HR.