

Subject: Head of Paid Service Consultation – Deletion of posts in the Mayor’s Office

Report Number: 6

Report to: Business Management and Administration Committee

Date: 18 June 2008

Report of: Head of Paid Service

1. Recommendation

- 1.1 That the Committee responds to the consultation on the proposed deletion of the posts from the establishment in the Mayor’s Office.

2. Introduction

- 2.1 I have received proposals to delete a number of posts from the establishment in the Mayor’s Office. In line with the agreed protocol, I am consulting the Mayor and the Assembly jointly on the proposal before taking the final decision.

- Senior Policy Advisor – Planning and Development
- Senior Policy Advisor – Olympics Events & Tourism
- Senior Policy Advisor – Culture
- Policy Advisor – Women’s Issues
- Administration Manager – Mayor’s Office

- 2.2 There has been a policy decision taken in relation to the production of The Londoner. At present it has not been established that postholders are formally at risk but it is clear that staff in that team are vulnerable. There will be a further paper on these staff which will be made available at the next BMAC.

3. Background and Issues for Consideration

3.1 *Background*

- 3.1.1 Boris Johnson was elected as the new Mayor of London on 3 May 2008. A transition team has been established to support and lead the transition from the old mayoralty to the new. There have been a number of appointments to the mayoral team under S67 (1) (b) of the GLA Act 1999.

- 3.1.2 As the transition team starts to establish the staffing requirements for the new mayoralty there will be a number of changes to establishment, initially in the Mayor’s Office, but also throughout the organisation

- 3.1.3 The posts proposed for deletion are currently filled.

3.2 *Reasons for proposed changes*

- 3.2.1 The results of the 2008 GLA elections and the appointment of new mayoral appointees with different briefs and ways of working, mean that there will be a number of changes to the structure of the Mayor's Office. (The structure chart, with affected posts is attached in Appendix 2)
- 3.2.2 The Mayor's Office has indicated that new mayoral appointees will be expected to exercise executive powers and that the formulation of policy advice will be undertaken in relevant directorates throughout the organisation. It is not therefore expected that these specific policy advisors will be required in the Mayor's Office.
- 3.2.3 A key role of the Policy Advisors was (in the previous administration) to act as a conduit and a mechanism to ensure the Mayor's policy direction was followed by core GLA. The Mayor no longer requires any posts to fulfill that conduit and assurance role.
- 3.2.4 It is not expected that there will be a requirement for an Administration Manager in the Mayor's Office, overseeing the administrative function. In light of the proposed reduction in numbers of staff in the Mayor's Office, it is likely that less senior administrative management support will be required and day to day administration will be carried out in a different way.
- 3.2.5 Further reasons for deletion of the posts is set out below:

Senior Policy Advisor – Planning and development

The Mayor is expecting the staff responsible for planning and development in the core GLA to provide technical and professional planning and development advice to the Mayor, and the Deputy Mayors as part of their functional activities. The Mayor has decided to appoint an informal, part time and unpaid advisor, to offer strategic planning advice.

It is therefore expected that the role of a full time Senior Policy Adviser – Planning and Development will not be required within the Mayor's Office.

Senior Policy Advisor – Olympics, Events and Tourism

The Mayor has indicated that the functions of Olympics, Events and Tourism will be split across a number of his new appointees. The Olympics are to be managed by the Olympics team in the Policy and Partnerships Directorate and the Mayor has decided to renew the fixed term contract of a former mayoral adviser who will be his lead adviser on Olympics. It is not clear which new appointee, if any will take responsibility for Tourism.

It is clear that the functions of this post have changed over time and the focus of the post holder's activities is on cultural events management. The cultural elements of the role are now within the remit of the new Policy Director – Arts Culture and Creative Industries.

The Mayor is considering transferring the responsibility for events management to the Directorate of Marketing and more junior staff responsible for a more general marketing remit in that Directorate will manage events as part of their functional responsibilities.

As a result of these changes, the work of the Senior Adviser Olympics Events and Tourism has reduced, is set to reduce still further and will cease when the new functions established by the Mayor are up and running.

In those circumstances, and given the complexity and criticality of the work of this post holder and the key role in events management (an ongoing programme is underway), it is essential that there is a period of handover to ensure continuity and to enable decisions to be taken on the future events programme. The Mayor and his new Policy Director - Arts Culture and Creative Industries has indicated that she would want to retain the services of this post holder for at least a short period of time in order to maintain continuity.

Senior Policy Advisor – Cultural Strategy

The Mayor has appointed a Policy Director – Arts Culture and Creative Industries and that post will have some of the responsibilities of the Cultural Strategy Advisor.

The new Policy Director will source advice and support directly from the core GLA and the functions related to Arts Culture and Creative Industries within the Mayor's Office will be directed by the new Policy Director.

Policy Advisor – Women's issues

The Mayor does not require a policy advisor in the Mayor's Office to work specifically on women's issues. The Mayor intends that equality and diversity work should be mainstreamed within the core GLA and for this work to incorporate women's issues. This would mean that the requirements for this role would no longer necessitate a post in the Mayor's Office.

Administration Manager

The post of Administration Manager in the Mayor's Office is no longer considered necessary by the Mayor's Office. The work of the former Administration Manager will be covered within different roles, such as current PA support or the work will not be required to be undertaken by the Mayor's Office. As stated in 3.2.4 the scaling down of the Mayor's Office means that fewer administrative activities will be required to be undertaken.

The Londoner

The Mayor made a policy decision to cease the publication of the Londoner. It is not known if there will be a journal online or in another format at present. There may, in the future, be proposals to create a new structure but this is not clear at present and therefore posts are not formally at risk.

3.3 Staffing implications

3.3.1 The posts proposed for deletion are currently filled and therefore the staff in these posts are at risk of redundancy. It is unlikely that alternative employment can be identified for them elsewhere in the GLA, due to the specialist skills and grade of postholders.

3.4 Summary of consultation

3.4.1 Unison have also been advised on the proposed deletion of posts, and consultation is underway with Unison and staff affected to gather views on the changes.

3.5 Details of any equalities impact assessment and equalities issues

3.5.1 An equalities assessment has taken place in relation to the issues. Although this has a disproportionate impact on women, it is difficult to mitigate the impact of this, as it is posts that have been assessed as at risk, due to the requirements for ongoing work in the Mayor's Office. The GLA will need to ensure it continues to assess the impact of changes on equality issues and takes action, where appropriate to mitigate this.

3.6 *How and when the proposals will be implemented*

3.6.1 Following consultation with staff, the posts will be disestablished and notice given. Redeployment will be considered, if alternative roles are identified. If no suitable alternative employment is found the employees will be made redundant.

4. **Legal Implications**

4.1 The posts set out in this report are Head of Paid Service appointed posts. Under the GLA Act 1999 (as amended) the Head of Paid Service has the power to delete posts, having regard in particular to the resources available, the priorities of the Authority, and consideration as to whether they are necessary for the proper discharge of the Authority's functions, and after having consulted with the Mayor and the Assembly. Regard must also be had to the GLA's Management of Change procedure. It is for BMAC to consider these proposals, on behalf of the Assembly, and respond to the Head of Paid Service's consultation.

5. **Financial Implications**

5.1 The proposed deletion of the posts noted above from the establishment in the Mayor's Office, would create available budget of £387k across a full financial year after taking consideration of the vacancy factor applied to staffing budgets. However, given the date of this report and assuming a notice period of three months is given to the staff affected, the budget saving would be in the region of £210k in 2008/09.

5.2 The posts are graded as follows:

- Senior Policy Advisor – Planning and Development **Grade 13**
- Senior Policy Advisor – Olympics Events & Tourism **Grade 13**
- Senior Policy Advisor – Culture **Grade 13**
- Policy Advisor – Women's Issues **Grade 10**
- Administration Manager – Mayor's Office **Grade 11**

6. **Conclusion**

6.1 The statutory officers have been consulted and confirm that the proposals:

- fit within the priorities of the Authority
- are necessary for the proper discharge of the Authority's functions
- are achievable within the available resource of the Authority

6.2 In the light of the considerations set out above, I am inclined to agree the proposed revisions to the staffing structures within the Mayor's Office. However, before I reach a final decision, I should be grateful for the views of the Assembly. I am also consulting the Mayor in similar terms.

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Appendix 1 : Job Descriptions

Job descriptions for the posts set out in 2.1.

SENIOR POLICY ADVISER – PLANNING AND DEVELOPMENT JOB DESCRIPTION

Job Purpose

1. To take a lead role in advising the Mayor on strategic planning policy, planning applications and major development issues and to work with the Mayor, the Deputy Mayor and senior officers on cross-cutting themes and issues that reflect and support the Mayor's priorities.
2. To provide high level support and expertise to the Mayor in the implementation of relevant strategies and corporate programmes and to work with officers from across the GLA group to co-ordinate activity in line with the Mayor's priorities for development.
3. To provide a major input into the development of the strategic and corporate roles of the Mayor's Office so that its activities reflect and support the objectives and priorities of the Mayor.

Principal Accountabilities

1. Leading and directing officers across the GLA group on activities related to the preparation of London Plan policy review, sub-regional development frameworks, supplementary planning guidance and best practice guidance. Developing and securing political and technical agreement to these documents.
2. Leading and directing officers across the GLA group on activities related to the implementation of the London Plan including promoting major development schemes and planning frameworks for Opportunity Areas, Areas for Intensification and other priority areas. Working with private sector parties, boroughs and other agencies in these areas.
3. Leading and directing officers across the GLA group on activities related to the implementation of the development of the Thames Gateway.
4. Leading multi disciplinary project teams across the GLA group and external organisations responsible for implementing major development projects in priority areas across London.
5. Negotiating complex issues with private sector parties and boroughs including resolving policy conflicts in priority development areas and resolving multi-million pound planning agreements on major development schemes.
6. Advising the Mayor on statutory and non-statutory strategic planning proposals and working with GLA officers to promote the Mayor's agenda in all strategic planning proposals.
7. Leading the Authority's approach to consultation on relevant strategic policy documents with a wide range of stakeholders – promoting strategies and recommending appropriate policy changes to the Mayor accordingly.
8. Representing the Mayor on planning and development issues to external bodies including major London and international organisations across all sectors, and exchanging ideas and information. Promoting the work of the Mayor and GLA to a wide range of audiences.

9. Keeping abreast of, and advising the Mayor on, new developments and innovations to help shape the GLA's responses to appropriate strategies, and providing up to date advice to the Mayor on current best practice.
10. Evaluating new Mayoral policy initiatives related to planning and development and promoting these within the GLA group and to external organisations.
11. Leading the relationship with adjoining regions in the context of the Inter Regional Planning Forum and working on specific projects across regional boundaries including the Thames Gateway Inter Regional planning approach and the London Stansted Cambridge study area.
12. Contributing to the development of organisational standards and performance targets to help measure the Authority's performance and best value and providing a planning and monitoring framework that reflects and supports the Mayor's planning objectives.
13. Supporting the GLA's work on borough liaison and leading the organisation of the Mayor's regional tours.
14. Contributing to corporate governance and the strategic management approach of the Mayor and GLA group.
15. Managing the resources and staffing allocated to the job in accordance with the Authority's policies and Code of Ethics and Standards.
16. Drafting and contributing to reports, briefings, presentations, speeches and press briefings for the Mayor.
17. Promoting the benefits of London's diversity by promoting and enabling equality of opportunity and promoting the diverse needs and aspirations of London's communities.
18. Undertaking any additional duties commensurate with the level of the post.

Key relationships

Accountable to: Director of Major Projects and Service Delivery
 Accountable for: Staff and resources allocated to the job
 Principle contacts: The Mayor, the Deputy Mayor, senior managers of the Authority and GLA group and external organisations including senior government officials, government ministers, CEOs of boroughs and private sector organisations and borough leaders.

Essential attributes

1. A thorough understanding of the strategic planning issues facing London and the national and regional and international context and an understanding of the legislative context in which the GLA works.
2. An understanding of the wider issues that affect the Mayor's approach to strategic planning, including transportation, the environment, housing and social policy.
3. A successful track record of leading strategic policy development in the relevant field.
4. An understanding of and commitment to promoting the Mayor's agenda for London.
5. A record of success in promoting equal opportunities in employment and service delivery within a large, complex organisation.

6. A record of success in leading and managing multi-disciplinary teams on major projects and programmes.
7. A thorough understanding of complex political issues, and ability to work with the Mayor, the Deputy Mayor, members of the London Assembly and political leaders within central and local government.
8. Evidence of success in developing a credible, responsible approach, able to gain the trust of and work with a range of partners across all sectors (public, private, voluntary, community) and different operational boundaries, with probity and integrity.
9. Evidence of success in investigating and analysing problems and creating and recommending solutions to difficult, complex issues.
10. Evidence of success in preparing written reports, other materials and presentations for a wide range of audiences and of undertaking a flexible and responsive approach to dealing with new challenges and of ability rapidly to assimilate new information on policy issues as they arise.
11. High level negotiating, influencing and communication skills together with a successful track record of providing advice to senior politicians and managers on complex and politically sensitive issues.

SENIOR POLICY ADVISER, OLYMPICS EVENTS & TOURISM JOB DESCRIPTION

Job Purpose

1. To take a lead role in developing a strategic approach ensuring that the Mayor's programme of major cultural events is integrated into the promotion of the 2012 Olympics and the other issues related to the staging of the Olympic games in London including co-ordinating relations between the Mayor's Office and LOCOG on cultural issues and ceremonies.
2. To take a lead in ensuring the London cultural and creative sector is engaged with the Olympics and the opportunities they present.
3. To coordinate work across the GLA group and with Visit London to develop activity in line with the Mayor's priorities for the development and promotion of London's cultural and creative offer including internationally in the context of the Olympics.
4. To provide a major input into the development of the strategic and corporate roles of the Mayor's Office so that its activities reflect and support the objectives and priorities of the Mayor.

Principal Accountabilities

1. Creating and developing, with the Culture, Events for London and Strategic Project teams, a programme of Olympic –linked cultural events, promotions and projects and ensuring that the existing programme of such events in London are integrated with the needs of the Olympics.
2. With the Senior Policy Advisor for Cultural Strategy and Culture team, ensure the programme of activity in the framework of the Olympics creates the maximum benefit for the cultural and creative sectors and for the national and international promotion of London.
3. In this framework, leading and directing the Events for London team, ensuring appropriate standards of performance management, staff development and taking responsibility for budget monitoring and co-ordination of the programme of events as agreed by the Mayor.
4. Maintaining an overview of the development of the cultural programme of LOCOG, and the engagement of London's cultural stakeholders – especially through the London Cultural Consortium – with the Olympic cultural programme and developing additional initiatives to amplify LOCOG's work in line with its strategies.
5. Working with the Senior Policy Advisor on Cultural Strategy, officers across the GLA group and with Visit London on activities related to the preparation and implementation of plans, review of policies and development of frameworks for delivering the Mayor's priorities for major projects, promotions and events involving the cultural and/or creative sectors related to the Olympic Games in 2012 including providing specialist guidance and best practice guidance. Developing and securing political and technical agreement, as required.
6. Leading multi disciplinary project teams across the GLA group and external organisations responsible for implementing these major projects and events promoting and supporting London's cultural and

creative sector and contributing to the national and international promotion of London as a visitor destination, place to study and place to do business.

7. Negotiating complex issues related to the Olympic cultural and tourism agendas with cultural and creative sector parties, the private sector, boroughs and other relevant agencies including resolving policy conflicts and promoting collaborative agreements on key initiatives.
8. Representing the Mayor on issues related to this brief on external bodies including national and international organisations across all sectors, and exchanging ideas and information. Promoting the work of the Mayor and GLA to a wide range of audiences.
9. Promoting the benefits of London's diversity by promoting and enabling equality of opportunity and promoting the diverse needs and aspirations of London's communities.
10. Contributing to the development of organisational standards and performance targets to help measure the Authority's performance and best value and providing a planning and monitoring framework that reflects and supports the Mayor's objectives.
11. Contributing to corporate governance and the strategic management approach of the Mayor and GLA group.
12. Managing the resources and staffing allocated to the job in accordance with the Authority's policies and Code of Ethics and Standards.
13. Drafting and contributing to reports, briefings, presentations, speeches and press briefings for the Mayor.

Key relationships

Accountable to: Director of Public Affairs and transport
Accountable for: A team of 10 staff and resources allocated to the job (Events for London team)
Principle contacts: The Mayor, Senior Policy Advisor on Cultural Strategy, Head of Events for London, Culture Managers, senior managers and officers of the Authority and GLA group and external cultural organisations, senior government officials, government ministers, CEOs of boroughs and private sector organisations and borough leaders.

Essential attributes

1. A thorough understanding of the strategic issues facing London relating to culture and the national, regional and international context.
2. An understanding of the wider social and economic issues that affect the strategic planning and implementation of policies for culture.
3. A successful track record of leading strategic policy development and project management in the relevant field.
4. A record of success in promoting equal opportunities in the development and implementation of a cultural programme.
5. A record of significant success in leading and managing multi-disciplinary teams on major projects and programmes.

6. A thorough understanding of complex political issues, and ability to work with the Mayor, members of the London Assembly and political leaders within central and local government demonstrating high level negotiating, influencing and communication skills.
7. Evidence of success in developing a credible, responsible approach, able to gain the trust of and work with a range of partners across all sectors (public, private, voluntary, community) and different operational boundaries, with probity and integrity.
8. Evidence of success in investigating and analysing problems, assimilating new information and creating and recommending solutions to difficult, complex issues.
9. Evidence of success in preparing written reports, other materials and presentations for a wide range of audiences.

SENIOR POLICY ADVISER (CULTURE STRATEGY) JOB DESCRIPTION

Job Purpose

To take a lead role in advising the Mayor on strategic policy development, planning and major issues relating to culture, tourism and creative industries and to work with the Mayor, the Deputy Mayor and senior officers on cross-cutting themes and issues that reflect and support the Mayor's priorities.

To provide high level support and expertise to the Mayor in the implementation of relevant strategies and corporate programmes and to work with officers from across the GLA group to co-ordinate activity in line with the Mayor's priorities for development.

To provide a major input into the development of the strategic and corporate roles of the Mayor's Office so that its activities reflect and support the objectives and priorities of the Mayor.

Principal Accountabilities

Leading and directing officers across the GLA group on activities related to the preparation of plans, review of policies and development of frameworks for delivering the Mayor's priorities for culture, tourism and creative industries, including providing specialist guidance and best practice guidance. Developing and securing political and technical agreement, as required.

Leading and directing officers across the GLA group on activities related to the implementation of plans, review of policies and development of frameworks for delivering the Mayor's priorities for culture, tourism and creative industries. Working with private sector parties, boroughs and other agencies in these areas.

Leading and directing the GLA Cultural Strategy Team, ensuring appropriate standards of performance management, staff development and taking responsibility for budget monitoring and co-ordination for the programme of strategic cultural initiatives.

Maintaining an overview of the development and delivery of the Mayor's cultural strategy co-ordinating resources and timetables in line with relevant plans.

Leading multi disciplinary project teams across the GLA group and external organisations responsible for implementing major development projects in priority areas across London.

Negotiating complex issues with private sector parties and boroughs including resolving policy conflicts in the implementation of plans, review of policies and development of frameworks, resolving differences and promoting collaborative agreements on key initiatives.

Advising the Mayor on statutory and non-statutory strategic proposals affecting culture, tourism and creative industries and working with GLA officers to promote the Mayor's agenda in these areas.

Leading the Authority's approach to consultation on relevant strategic policy documents with a wide range of stakeholders – promoting strategies and recommending appropriate policy changes to the Mayor accordingly.

Representing the Mayor on culture, tourism and creative industries issues to external bodies including national and international organisations across all sectors, and exchanging ideas and information. Promoting the work of the Mayor and GLA to a wide range of audiences.

Keeping abreast of, and advising the Mayor on, new developments and innovations to help shape the GLA's responses to appropriate strategies, and providing up to date advice to the Mayor on current best practice.

Evaluating new Mayoral policy initiatives related to culture, tourism and creative industries and promoting these within the GLA group and to external organisations.

Leading the development of consultation, communication and partnership on the range of strategic initiatives that involves all sectors of London's diverse communities and promotes effective cross boundary working and relationships with adjoining regions on specific projects.

Contributing to the development of organisational standards and performance targets to help measure the Authority's performance and best value and providing a planning and monitoring framework that reflects and supports the Mayor's objectives.

Supporting the GLA's work on borough liaison and leading the organisation of the Mayor's involvement in culture, tourism and creative industries related initiatives.

Contributing to corporate governance and the strategic management approach of the Mayor and GLA group.

Managing the resources and staffing allocated to the job in accordance with the Authority's policies and Code of Ethics and Standards.

Drafting and contributing to reports, briefings, presentations, speeches and press briefings for the Mayor.

Promoting the benefits of London's diversity by promoting and enabling equality of opportunity and promoting the diverse needs and aspirations of London's communities.

Undertaking any additional duties commensurate with the level of the post.

Key relationships

Accountable to: Director of Economic & Business Policy

Accountable for: Staff and resources allocated to the job

Principle contacts: The Mayor, the Deputy Mayor, senior managers of the Authority and GLA group and external organisations including senior government officials, government ministers, CEOs of boroughs and private sector organisations and borough leaders.

Essential attributes

10. A thorough understanding of the strategic issues facing London relating to culture, tourism and creative industries and the national and regional and international context and an understanding of the legislative context in which the GLA works.
11. An understanding of the wider issues that affect the Mayor's approach to the strategic planning and implementation of policies for culture, tourism and creative industries.
12. A successful track record of leading strategic policy development in the relevant field.
13. An understanding of and commitment to promoting the Mayor's agenda for London.
14. A record of success in promoting equal opportunities in employment and service delivery within a large, complex organisation.
15. A record of success in leading and managing multi-disciplinary teams on major projects and programmes.

16. A thorough understanding of complex political issues, and ability to work with the Mayor, the Deputy Mayor, members of the London Assembly and political leaders within central and local government.
17. Evidence of success in developing a credible, responsible approach, able to gain the trust of and work with a range of partners across all sectors (public, private, voluntary, community) and different operational boundaries, with probity and integrity.
18. Evidence of success in investigating and analysing problems and creating and recommending solutions to difficult, complex issues.
19. Evidence of success in preparing written reports, other materials and presentations for a wide range of audiences and of undertaking a flexible and responsive approach to dealing with new challenges and of ability rapidly to assimilate new information on policy issues as they arise.
20. High level negotiating, influencing and communication skills together with a successful track record of providing advice to senior politicians and managers on complex and politically sensitive issues.

POLICY ADVISER, WOMEN'S ISSUES JOB DESCRIPTION

Job Purpose

1. Provide support and expertise to the Senior Policy Advisers and Mayoral Directors in developing policy, devising corporate programmes and strategies, and promoting the Mayor's agenda for London, and advising on the management of change.
2. Contribute to the development of policies and strategies across a range of subject areas and cross-cutting themes and issues which reflects and supports the Mayor's priorities.
3. Contribute to the development of the strategic and corporate roles of the Mayor's Office, so that its activities reflect and support the objectives and priorities of the Mayor.

Principal Accountabilities

- Lead the provision of advice and support to the Mayor across the following policy development areas:
 - ⇒ Women's Issues
 - ⇒ LGBT Issues
 - ⇒ Childcare
- Prepare advice and information for Senior Policy Advisers and Directors on the impact on the Authority's policies on service delivery across London in relation to women's issues, LGBT issues and childcare.
- Assist in the development of the strategic plans and roles of the Strategic Development function, so that its activities reflect and support the objectives and priorities of the Mayor.
- Undertake research and analysis across the range of the Mayor's policies.
- Contribute to, and draft as appropriate, reports, briefings, presentations speeches and press briefings for the Mayor.
- Assist in facilitating contributions to the development of policy from London and international organisations in both the public and private sectors.
- Represent the Mayor's as appropriate on policy development issues with external bodies, in order to ensure that maximum benefit is derived for the Authority through full participation and exchange of ideas and information.
- Assist in the development of organisational standards and performance targets to initiate effective ways of measuring the Authority's performance and Best Value.
- Monitor the impact on, and outcomes of, policy implementation within the Authority and the Functional Bodies, to ensure that they contribute to improvements in the quality of services across London.
- Utilise resources allocated to the job in accordance with the Authority's policies and Code of Ethics and Standards.
- 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.
- 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:	Policy Director, Service Delivery
Accountable for:	Resources allocated to the job.
Principal contacts:	The Mayor, senior managers of the Authority and Functional Bodies, and external organisations.

Essential Attributes

1. Successful track record in developing and promoting policy designed to address issues of social inclusion for key target groups including women, lgbt people and children.
2. An understanding of, and commitment to, the Authority's agenda for London, in particular relating to women, childcare and, lgbt issues.
3. An understanding of current London, national and international economic and social inclusion issues, together with knowledge and understanding of the legislative framework in which the Authority works.
4. Ability to operate in a complex political environment.
5. Evidence of success in preparing clear and concise personal and written reports, presentations and briefings on complex and/or sensitive issues for a range of different 'audiences', including govt ministers, overseas representatives, the Mayor, GLA officers, and community groups etc.
6. Evidence of success in building and forming working relationships across professional and operational boundaries within an organisation and with external organisations.
7. Ability to engender trust and confidence, and demonstrate probity and integrity in the provision of advice and support on complex issues.
8. Well-developed negotiating, influencing and communication skills, together with a successful track record of providing advice to senior managers on complex and sensitive issues.
9. A clear understanding of how the GLA aims to take a strategic lead in combating discrimination and an ability to integrate this aim into everyday activity.

ADMINISTRATION MANAGER JOB DESCRIPTION

Job Purpose

1. To manage, motivate and develop the administrative function of the Mayor's Office and to be sensitive to the demands that are made upon them.
2. Implement and maintain integrated office administration systems and procedures to facilitate effective management of the workflow through the Mayor's Office.
3. Assist in the development and maintenance of an interface and filtering system between the Mayors' office and internal and external contacts and ensure the smooth running of the Mayors' Office.
4. Provide a centre of financial and administrative expertise and support for the Mayor's Office and Deputy Mayor's Office and responsible for managing assigned budgets.
5. Produce corporate information returns for the Mayor's Office and Deputy Mayor's Office, including budgeting and business plans in a directorate with differing professional disciplines and working within an environment where political sensitivity is an essential pre-requisite.
6. To liaise effectively with the Mayor, Deputy Mayor, Directors, Advisers, functional bodies and other external organisations.

Principal Accountabilities

1. Develop, implement and manage business support services and systems for the Mayor's Office and Deputy Mayor's Office, including the resources, systems and procedures required to support the efficient and effective delivery of professional functions and projects.
2. Manage and monitor staff through induction, probationary and annual review meetings and informal sessions. Advise on confidential and sensitive issues, monitor and report holiday leave and sickness leave and interview staff on return where necessary.
3. Recruit administrative staff and organise temporary staff and manage this staff and resources allocated to the job in accordance with the Authority's policies and Code of Ethics and Standards.
4. Manage the Mayor's Office and Deputy Mayor's Office budgets including processing and signing off invoices and purchase orders and drafting budget forecasts. Advise the Chief of Staff about financial and budgetary matters.
5. Contribute to the business planning process including producing the business plan and budgets for the Mayor's Office and Deputy Mayor's Office, producing reports and returns. Coordinate budget reports and business plans from other Mayor's Office Teams.

6. Manage contracts and advise directorate staff on tendering and procurement procedures.
7. Manage the allocation and use of the team's accommodation, ICT systems and other facilities required by the Mayor's Office and Deputy Mayor's Office and ensure on-going development and improvement of the service in accordance with the principles of Best Value
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, operating in a politically restricted post.
9. Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job, and represent the Mayor's Office and Deputy Mayor's Office in multi-disciplinary cross-department and cross-organisational groups and task teams.

Key Relationships

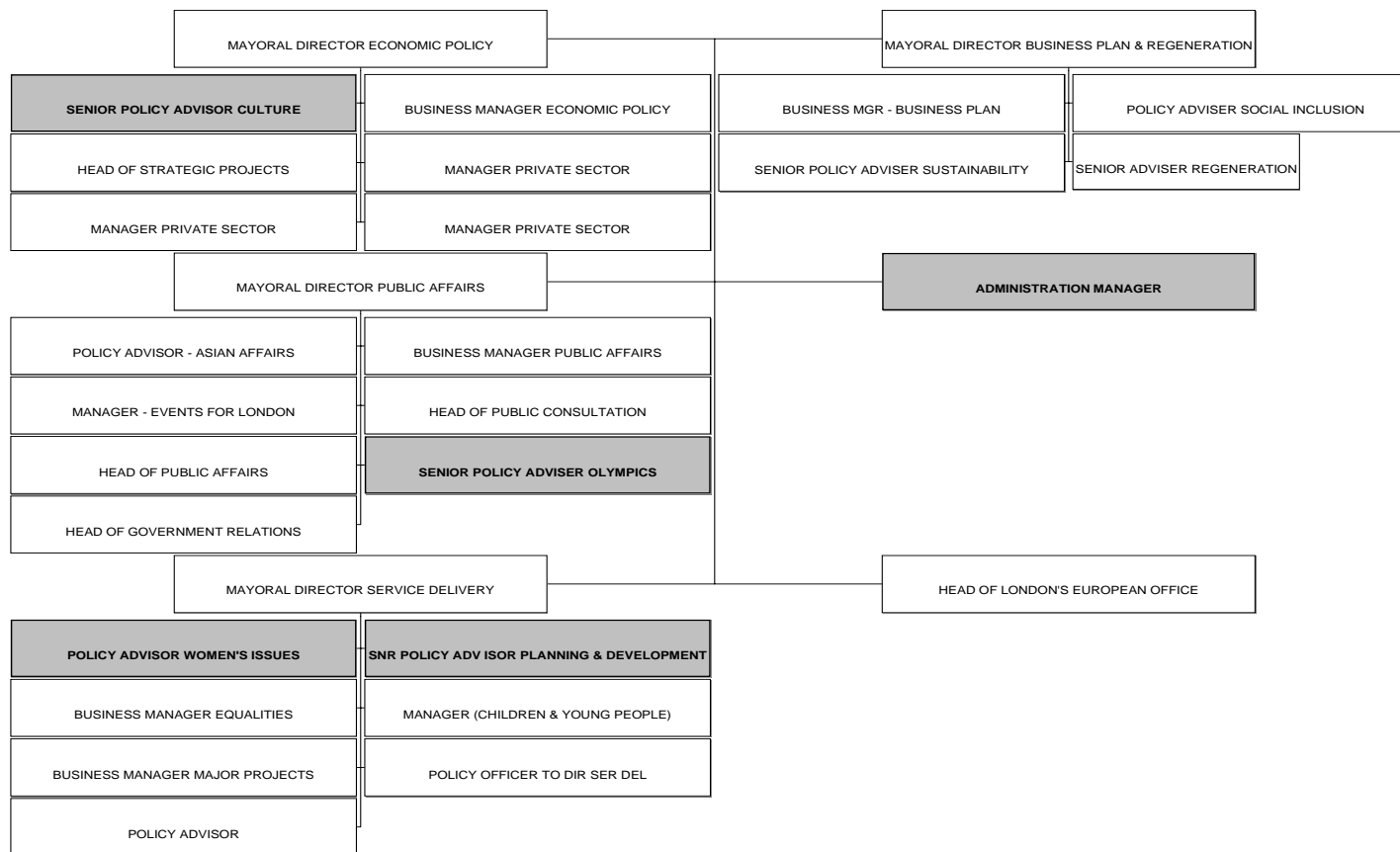
Accountable to: Chief of Staff
 Accountable for: Staff and resources allocated to the job
 Principal contacts: Senior managers and directors of the Authority, Mayor, Deputy Mayor and external organisations.

Essential Attributes

1. At least five years experience in working in a similar role within a high profile organisation and managing a team of staff responsible for the provision of business support services.
2. Proven track record of developing and implementing systems and processes to enable effective delivery of administration management services, including utilising information and communications technology.
3. A high level of expertise in the operations of standard office information and communication applications including email, spreadsheet and presentations Proficiency in word processing including design and layout of documents
4. Extensive experience and knowledge of budget management and financial monitoring techniques and forecast analysis, business planning processes and performance management techniques.
5. Ability to analyse, manage and problem-solve complex, confidential and sensitive issues.
6. Knowledge of procurement procedures, and ability to advise senior staff on their application.
7. Good communication skills including the ability to explain technical and complex concepts to a range of audience. Significant experience of facilitating standard office level meetings.
8. Successful experience of developing and managing effective confidential information and storage and retrieval systems.
9. Evidence of interpersonal skills, including the ability to form flexible working relationships across professional, operational and organisational boundaries.
10. Knowledge and experience of working in a complex political environment and balancing both internal and external political sensitivities.
11. Evidence of achievement on equalities in service delivery and 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.

Appendix 2: Organisational Structure Chart

This appendix contains the structure chart for the Mayor's Office



Appendix 3: Post Grades

Senior Policy Advisor – Planning and Development	Grade 13
Senior Policy Advisor – Olympics Events & Tourism	Grade 13
Senior Policy Advisor – Culture	Grade 13
Policy Advisor – Women’s Issues	Grade 10
Administration Manager – Mayor’s Office	Grade 11