

Job Description

Job title:	Assistant Director, Brexit and European Programmes	
Grade:	Grade 15	Post number: 002069
Directorate:	Development, Enterprise and Environment (DEE)	
Unit:	European Programmes Management	

Job purpose

1. To provide strategic leadership within and on behalf of, the Greater London Authority (GLA), on all matters relating to Brexit and Brexit related policy developments that have implications for the GLA; and manage key stakeholder relationships.
2. To lead and manage implementation of £1.35bn European Structural and Investment Fund (ESIF) (until 2023) and domestic successor programmes for London (2021 onwards) on behalf of the Mayor and the London Economic Action Partnership (LEAP),
3. To assist and support the Executive Director, Development, Enterprise and Environment representing the GLA at a senior level, as required.

Principal accountabilities

1. Lead advisor to the Mayor and GLA on all Brexit-related issues, representing the GLA and Mayor to Government, Parliament, devolved administrations and the EU;
2. Main interface with Brexit-related stakeholders in London and elsewhere, and communicating their views to the Mayor.
3. Provide written and oral briefings, high level policy advice, reports for the Mayor's and Mayor's Office; and respond to information requests from the Assembly, GLA group, government departments and national organisations as required.
4. As a senior manager to actively contribute to the corporate management of the Authority by participating in Authority-wide developments and initiatives in pursuit of GLA aims and objectives.
5. Vice Chair of LEAP ESIF Committee, responsible for London's share of annual expenditure and output targets for European Regional Development Fund (ERDF) and European Social Fund (ESF) programmes.
6. Compliance with EU and Government's regulatory framework for European programmes in line with the GLA's responsibility as an Intermediate Body for managing EU grants and loan and equity-based Financial Instruments.
7. Ensure effective project, performance and budget management in line with GLA policies and procedures, ensuring deadlines and outputs are met, and ensuring early and appropriate warning of risks and issues.

8. Development and implementation of domestic, devolved successor funding to EU programmes (the 'UK Shared Prosperity Fund'), and ensuring GLA strategies maximise value of European and successor funding.
9. Manage staff and resources allocated to the job in accordance with the GLA's policies, and Code of ethics and standards.
10. Deputise for the Executive Director, Development, Enterprise and Environment where appropriate on corporate, managerial and governance issues.
11. Promote and enable equality of opportunity, and promote the diverse needs and aspirations of London's communities.
12. 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 contacts

Accountable to: Executive Director, Development, Enterprise and Environment

Accountable for:

Team of 23, annual budget of £1.3m, management of £1.35bn EU programmes; including project appraisal, certification and authorisation of payments, project offer letters, changes to contracts, audit preparation and responses, withdrawal from projects and contract negotiations.

Person specification

Technical requirements/experience/qualifications

Qualifications, Knowledge and Understanding

1. Have proven knowledge and substantial experience in the development and management of complex, project-driven programmes, ideally European.
2. A good up-to-date understanding of what practical 'jobs and growth' interventions do and do not work well, what constitutes value-for-money and effective measures of progress and success.
3. An appreciation and understanding, ideally gained from practical experience, of working within a politically complex and high-profile organisation.
4. A thorough understanding of the different bodies who have a remit with regard to Brexit, and how the GLA should, if necessary, engage with them.
5. Understanding of, and commitment to, the role of the GLA in promoting equal opportunities in employment and service delivery, combating discrimination and promoting the diverse needs of London's communities.

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 4 indicators of effective performance

Identifies and engages a diverse range of influential contacts within stakeholder and

- community groups, and partner organisations
- Builds alliances to establish mutually beneficial working arrangements, openly sharing knowledge and insights
- Actively challenges and addresses 'silo attitudes' to encourage effective relationship building inside and outside the GLA
- Understands the complexities of political dynamics and uses this to manage relationships and resolve conflict effectively
- Identifies clear win-win situations with external partners

Communicating & Influencing

... is presenting information and arguments clearly and convincingly so that others see us as credible and articulate, and engage with us.

Level 4 indicators of effective performance

- Articulates self with credibility and conviction, encouraging buy-in to corporate position
- Influences the thinking of other organisations, encouraging them to deliver in line with the GLA
- Ensures that the organisation communicates inclusively with staff and external stakeholders
- Acts as a credible and convincing spokesperson and negotiator for the GLA
- Instils a corporate commitment to accessible communication

Decision making

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

Level 4 indicators of effective performance

- Makes difficult decisions for the long term benefit of the organisation
- Presents and instils confidence in strategic decision-making
- Consults stakeholders early in critical organisation-wide decisions
- Stands by the decisions and actions of the GLA
- Accepts and promotes accountability for the GLA's decision making
- Ensures the organisation balances effective risk management with the need for timely actions

Stakeholder Focus

... is consulting with, listening to and understanding the needs of those our work impacts and using this knowledge to shape what we do and manage others' expectations

Level 4 indicators of effective performance

- Adapts objectives and the GLA's public facing position based on the context behind stakeholder needs and requests
- Builds the GLA's reputation as an organisation committed to meeting the needs of Londoners

- Manages partner organisations' and Londoners' expectations of the GLA by anticipating and influencing changing priorities
- Instils a culture that encourages GLA staff to think about meeting Londoners' needs first
- Builds the confidence of staff, partner organisations and Londoners by ensuring the GLA delivers quality work

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 4 indicators of effective performance

- Develops a positive and compelling vision of London's future potential, demonstrating confidence in the strategic direction of the GLA
- Translates an understanding of the complex and diverse threats and issues facing London into positive action
- Proactively involves partners in strategic thinking, incorporating their views into plans and working with them to align strategic priorities
- Sets organisational priorities by identifying where time and investment is needed most
- Generates and leads strategic initiatives that reflect the GLA's position as a regional authority

Managing & 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 4 indicators of effective performance

- Creates an organisation that learns from experience
- Sets clear organisational objectives, cascading challenging yet achievable deliverables to directorates
- Identifies strategic level performance indicators and communicates these clearly □ Leads and sets an example for desired behaviour and performance for GLA staff
- Instils a culture of high performance and outstanding results where staff are encouraged to perform to their best

Problem Solving

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

Level 4 indicators of effective performance

- Seeks multiple perspectives to understand the breadth and depth of complex issues
- Produces strategies to solve organisation-wide problems, considering the practical and political concerns associated with the implementation of solutions
- Enables the GLA to continuously improve and innovate in the long term
- Problem solves jointly with others to stimulate innovation
- Turns ambiguous or difficult situations into opportunities

Planning & 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 4 indicators of effective performance

- Takes accountability for monitoring delivery of the GLA's commitments
- Uses quality assurance processes across the organisation as a feedback mechanism to improve performance
- Takes responsibility for ensuring tools and techniques are available for the effective management of programmes
- Realigns GLA objectives to respond to changing external and internal agendas
- Uses feedback from all sectors as a performance measure for GLA work

Organisational Awareness

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

Level 4 indicators of effective performance

- Focuses on the needs of Londoners, promoting organisational awareness of how they impact GLA priorities
- Anticipates and responds appropriately and professionally to political pressure, inspiring confidence and trust from politicians
- Shapes senior stakeholders' perceptions of the GLA, using their influence to support the GLA agenda
- Influences Londoners' perceptions of the GLA, using the Media where appropriate
- Leads the organisation by setting the highest standard in upholding integrity and ethical behaviour

Responsible use of resources

... is taking personal responsibility for using and managing resources effectively, efficiently and sustainably.

Level 4 indicators of effective performance

- Explores different options for funding and income generation
- Sets budgets, understanding current costs and challenging teams to deliver greater efficiency
- Monitors resource allocation across the organisation, ensuring the GLA works within budget and resources
- Ensures the GLA procures and uses resources fairly and responsibly and with regard for environmental efficiencies
- Leads initiatives to identify and deliver efficiencies across the GLA Group and through partnership working

Responding to Pressure & Change

... is being flexible and adapting positively, to sustain performance when the situation changes, workload increases, tensions rise or priorities shift.

Level 4 indicators of effective performance

- Demonstrates resilience in the face of challenge from staff, media and partner organisations
- Promotes the GLA as a flexible organisation, responding to the changing needs of Londoners
- Shows positivity in the face of external pressure, minimising negative impact
- Drives a culture of continuous improvement
- Sets the direction for organisational development and ensures effective communication of change initiatives

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