

Job Description

Job title:	Assistant Director – Regeneration	
Grade:	15	Post number: 002143
Directorate:	Development, Enterprise and Environment	
Unit:	Regeneration	

Job purpose

Responsibility for GLA investment strategies and area based regeneration by leading the development and delivery of projects and programmes, consistent with the objectives and priorities of the Mayor.

Principal accountabilities

1. Lead on the development and delivery of pan-London regeneration programmes from inception through delivery to evaluation to ensure interventions support the GLA's strategies.
2. Lead on capital project and design input to future strategy and business planning development internal to the GLA family as well as to Government policy and strategy development.
3. Represent the GLA on capital projects and design issues with government agencies, and public and private sector partners to maximise the impact of the programme and leverage support through strong strategic relationships.
4. Direct the development of comprehensive and robust stakeholder engagement and communication strategies to achieve the aims of regeneration programmes, liaising with external agencies as appropriate to develop initiatives and secure funding which will promote the work and objectives of the Mayor.
5. Oversee the development and delivery of promoting world class architecture, sustainable and inclusive design in London's buildings, public spaces and urban fabric in line with Mayoral priorities an through a variety of methods including design review and the Mayor's Design Advisory Panel.
6. Deputise for the Executive Director of Development, Enterprise and Environment, where appropriate, on corporate, managerial and governance issues and in dealing with the boroughs and outside organisations at Chief Executive level or equivalent.
7. Ensure effective project, performance and budget management in line with GLA policies and procedures, tracking progress, ensuring deadlines and outputs are met and ensuring early and appropriate warning of risks and issues.
8. Ensure an effective commissioning and procurement strategy is in place, maximising value from commissioned work and ensuring all corporate policies and procedures are met.
9. Manage staff and resources allocated to the job in accordance with the GLA's policies and code of ethic and standards, including health and safety.

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 contacts

Accountable to: Executive Director of Development, Enterprise and Environment

Accountable for: Budget up to £25m and 12 staff allocated to the post.

Key Contacts: Mayoral Advisor for Regeneration, Growth and Enterprise, Deputy Chairman of TfL, Borough regeneration lead officers, Mayor's Design Advisory Panel

Person specification

Technical requirements/experience/qualifications

1. A thorough and sophisticated understanding of the regeneration agenda overall as well as a knowledge and understanding of the contributing disciplines and considerations including government policy and the legal framework, planning, market forces, sustainable development, the economic context and socio-economic factors.
2. Proven ability to develop and implement area based planning, master planning and regeneration strategies and programmes;
3. Strong commercial awareness and creative technical ability, capable of finding solutions to complex challenges.
4. Sound understanding and experience of complex financial management (both capital and revenue), including budget formulation, financial monitoring and demonstrable evidence of corporate management of resources to achieve best value for money.

Behavioural competencies

Building & 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

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 organisation's 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 threads 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 and Developing Performance

...is setting high standards for oneself and other, 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

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 instills 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

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

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 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

Problem Solving

...is analysing and interpreting situations from a variety of view points 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 and Organising

..is thinking ahead, managing time, priorities and risk, and developing structured and efficient approaches to deliver work on time 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

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

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.