

Job Description

Job title: **Mayoral Director, Policy**

Grade: **15**

Directorate: **Mayor's Office**

Unit: **Private Office**

Job purpose

- To provide broad policy advice to the Mayor of London, working with the Chief of Staff, other Mayoral Directors, Deputy Mayors, the Head of Paid Service and Executive Directors.
- On behalf of the Mayor, to develop and maintain effective partnerships with a wide range of specialist stakeholders to ensure a fully inclusive approach to the development and implementation of the Mayor's policies.
- To oversee performance and delivery of the Mayor's priorities in the GLA and the wider GLA group on behalf of the Mayor

Principal accountabilities

1. Working with teams in the GLA and the GLA Group, to lead on policy development and implementation, assisting the Mayor and other relevant advisers to formulate policies to promote the Mayor's vision.
2. To assist with developing a strategic narrative for the Mayor in relation to policy and develop any strategic policies that the Mayor requires.
3. To provide an interface between the Mayor and policy teams to ensure the Mayor's priorities are delivered across the GLA group.
4. To ensure appropriate research and briefings are provided to the Mayoral team to support policy development and delivery.
5. To review performance monitoring mechanisms across the GLA group, develop and maintain these to provide assurance to the Mayor on delivery of his vision.
6. To 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.

Dimensions

Accountable to: Chief of Staff

Accountable for: The staff and resources assigned to the role.

Principal contacts: The Mayor, Mayoral Directors, Deputy Mayors senior managers of the Authority and functional bodies, Central Government, statutory agencies.

Person specification

Technical requirements/qualifications/experience

1. Extensive experience of policy development at a strategic level, within a local authority, government department or agency and/or large, multifunctional organisation with comparable scope, responsibilities, budget and resources.
2. Proven track record of successful management and a leading role in the formulation of policies and strategies.
3. An understanding of devolved government and experience of successfully working with politicians within a democratic process or a comparable high-pressure organisation.
4. Successful track record of giving professional advice in a relevant area, or group of areas, to and building effective and productive working relationships with senior managers and/or politicians.
5. Successful track record of building effective, productive and relevant working relationships.

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

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

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

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

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

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 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