

Job Description – Deputy Mayor for Education and Culture

Reports to: The Mayor's Chief of Staff

Job Purpose

1. To advise and lead on the construction, implementation and delivery of policy and strategy to satisfy the Mayor's manifesto commitment in relation to Arts and Culture.
2. To represent the Mayor as his principal advocate in engaging with all stakeholders able to contribute to the delivery of the Mayor's manifesto in relation to Arts and Culture.
3. To provide advice to the Mayor and lead the development and delivery of the Mayor's priorities on academies and literacy. To represent the Mayor as his principal advocate in relation to education.
4. To advise the Mayor and to lead on the development and delivery of priorities relating to early years interventions and leading on the delivery of ongoing programmes including Oracle. To lead on the Mayor's Mentoring Programme.

Principal Accountabilities

1. Lead the development and delivery of the Mayor's priorities to promote a positive arts and culture strategy and initiatives for London. To give strategic advice to the Mayor on arts and culture issues ensuring he is briefed and proactively advised on new developments.
2. To advise and lead on the construction and implementation of policy and strategy to deliver the Mayor's commitments in relation to education, including leading on the delivery of academies and other programmes.
3. Develop strong relationships with key contacts within the GLA Group and around London and represent the Mayor on issues relevant to the role.
4. Lead on and engage proactively with Government, Boroughs, the voluntary community and the cultural and private sectors and other key stakeholders to realise and deliver the Mayor's priorities across London.
5. Lead multi-disciplinary project teams across the GLA Group and with external organisations and take responsibility for implementing major arts and culture development projects.
6. Work with senior colleagues to meet pan-GLA requirements
7. Promote the benefits of London's diversity by promoting and enabling equality of opportunity and promoting the diverse needs and aspirations of London's communities
8. Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this post and participating in multi-disciplinary cross-department and cross-organisational groups and projects teams.

9. Undertake any other duties as appropriate with the level and role of the job.

Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.

Person Specification

1. In depth knowledge and experience of the cultural issues facing London
2. Significant experience of developing arts and culture policies and strategies in a high profile organisation
3. Substantial experience of working and negotiating with cultural and private sectors, boroughs and other key stakeholders at local, regional and national level.
4. Significant experience of leading multi-disciplinary teams to deliver value for money projects.
5. An understanding of how the GLA's wish to take a strategic lead in combating discrimination and promoting equality of opportunity can be enhanced and successfully supported by this role.
6. Ability to identify opportunities to promote London as a world player on the cultural, arts and sporting stage and to exploit this for the benefit of London.

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