

Job Description

Mayoral Director, Global Relations and Communities

Job Purpose

1. To advise and lead on the Mayor's relationships with international stakeholders, including overseas cities and governments.
2. To act as the Mayoral advisor responsible for securing major sporting and related events for London.
3. To advise and lead on the Mayor's relationships with community stakeholders.
4. Supporting the Mayor and Mayoral Advisors with these and other stakeholder relationships, as required.

Principal Accountabilities

1. Develop and maintain relationships with key international, community and major event stakeholders on behalf of the Mayor, ensuring that a strategic approach is taken in support of Mayoral priorities.
2. Lead the development and management of relationships and engagement between London and identified cities and countries around the world, and lead London's active participation in international networks.
3. Oversee the development of proposals for Mayoral trips and preparations for their delivery.
4. Develop and maintain the GLA's role and profile within international organisations and networks, excluding the European Union, in support of the Mayor's international agenda.
5. Work closely with the International Relations team, providing direction and guidance as necessary on behalf of the Mayor, supporting them with their responsibilities.
6. Provide Mayoral direction to the Major Sports Events team, developing a deliverable programme of major sport and related events for London.
7. Work with senior GLA officers to oversee and contribute to high-level stakeholder management to assist with the delivery of major events in London.
8. Advise and support the Mayor, Mayoral team, and senior officers in the GLA Group as required to develop relationships with key stakeholders and act on their feedback, supporting a strategic approach to delivery of the Mayor's priorities.
9. As a leader within the Political and Public Affairs Unit of the Mayor's Office, ensure a strategic and standardised approach is taken to stakeholder engagement across the GLA that meets the Mayor's requirements.

10. Manage staff and resources allocated to the job in accordance with the Authority's policies and Code of Ethic and Standards.
11. 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.
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 relationships

Accountable to:	Assistant Chief of Staff and Mayoral Director, Government, Political and Strategic Engagement
Accountable for:	Line management responsibility for the roles and other resources allocated
Principal contacts:	The Mayor; other Mayoral Advisors; officers in the Mayor's Office; senior GLA officers; key international, communication and major events external stakeholders.

Person specification

Technical requirements/qualifications/experience

1. Written and verbal skills appropriate to communicate with a wide range of audiences and in the context of a complex, high-profile political organisation.
2. Extensive experience of building and maintaining relationships with a wide range of stakeholders including senior leaders and public figures.
3. Strong understanding of the international context London operates in as a global city, and the organisations it will need to engage with to do so.
4. Appreciation of the organisations and issues involved in securing the agreement to host major sporting and other events
5. A detailed knowledge and understanding of London's community stakeholder environment.
6. Knowledge of the key partners and stakeholders who support the work of the GLA and its functional bodies.
7. Strong understanding of the powers of the Mayor, the GLA and its functional bodies.
8. Extensive experience of providing high level analysis and advice, and problem-solving.
9. Ability to engender trust and confidence, and demonstrate probity and integrity in the provision of advice and support on complex and sensitive issues.

10. 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.

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

- 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 the 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 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 and Londoners into positive action
- Proactively involves a diverse range of 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 instils confidence in strategic decision-making
- Consults a diverse range of 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

Planning and 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 diverse 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

This role is 'politically restricted' under the Local Government and Housing Act 1989.