

(By email)

Our reference: MGLA210222-4931

Date: 17 March 2022

Dear

Thank you for your request for information which the Greater London Authority (GLA) received on 21 February 2022. Your request has been considered under the Freedom of Information Act 2000.

You requested:

The request requires information about the government's Building Safety Fund process and team making decisions around applications on the building safety fund process. I am requesting the following information.

1. Could you please provide me with the number of people that currently (as of 15 February 2022) work in the team....

A) Assessing applications for the £200m Private Sector ACM Cladding Remediation Fund?

B) Assessing applications for the government's non-ACM Building Safety Fund?

If both funds are covered by just one team, could you give me the total number of staff working on this team?

2. Could you provide me with any literature or guidance provided to staff members currently working in the team that assesses applications for the £200m private ACM remediation fund and the government's Non-ACM cladding remediation fund? If the guidance covers both please send through that.

3. Could you provide me with job adverts and job descriptions for staff members currently working in the team that assesses applications for the £200m private ACM remediation fund and the government's non-ACM Building Safety fund? If the guidance covers both please send through that.

4. Could you provide me with a breakdown of the salaries (not mentioning any names) of those working as part of the government's team assessing applications for the £200m Private Sector ACM Cladding Remediation Fund and the government's non-ACM Building Safety Fund? I would like these in organogram form with salaries under respective roles. If these are covered by just one team, could you provide the above for that team.

The GLA's role is to administer these funding programmes on behalf of government. All decisions regarding the scope and design of these programmes, and approvals of applications and funding, are carried out by the Department for Levelling Up, Housing and Communities.

GREATER LONDON AUTHORITY

Our response to your request is as follows:

1. Please see below links to a GLA Oversight Committee paper with attached organogram showing the numbers and grades of staff in the GLA's Building Safety Team as requested. Please note this paper is proposing an expansion in the team which is still in the process of being implemented. The number of posts in the team as of 15 February 2022 (as requested) should be taken from the posts coloured blue in the organogram, rather than the additional posts which are purple. The papers can be found at: [08 Changes to Building Safety Team - Oversight Committee paper v1.0.docx \(live.com\)](#) and [Appendix 1 Organogram](#)

2. We believe that the information you have requested under point 2 may fall under the exemption for commercial interests at section 43(2) of the Act, which is subject to a public interest test.

The Freedom of Information Act (ss.10(3) and 17(2)) allows public authorities to extend the period for responding to requests under the Act if the information requested is subject to exemptions and longer is needed to consider the public interest. I am writing to inform you that it will be necessary to extend the time limit to respond fully to your request beyond 20 working days in this case. We expect to have made a decision on this matter by 20 April 2022, though if we are able to make a decision before then, we will contact you sooner.

3. Please see attached adverts that the GLA holds from relevant recruitment campaigns, along with copies of all the job descriptions.

4. The salaries of grades can be found here: [gla_payscale_public_website_v_2020.pdf \(london.gov.uk\)](#)

If you have any further questions relating to this matter, please contact me, quoting the reference MGLA 210222-4931

Yours sincerely

Information Governance Officer

If you are unhappy with the way the GLA has handled your request, you may complain using the GLA's FOI complaints and internal review procedure, available at: <https://www.london.gov.uk/about-us/governance-and-spending/sharing-our-information/freedom-information>

Job adverts

SENIOR PROGRAMME OFFICER

Contract type: Permanent, Fixed term and secondment opportunities.

Salary: £49,405 per annum (1 FTE, 37 hours full time), pro rata

Grade: 9

- Do you want to help make homes in London safer for their residents?
- Do you have an eye for detail while working in a fast-paced environment?
- Can you develop excellent working relationships with stakeholders to deliver shared goals?

All Londoners deserve to live in homes that are safe. The tragedy at Grenfell Tower in 2017 revealed an urgent and high-profile crisis, with many buildings in the capital, and across the country, found to have cladding and other fire safety concerns. In response, the government set up the [Building Safety Programme](#) to ensure that these buildings can be made safe.

We are looking to recruit up to six Senior Programme Officers to join the GLA's existing Building Safety Team. The team is responsible for managing the funds that make up the government's Building Safety Programme in London. Our work directly supports the Mayor in his role as a core participant in the Grenfell Tower Inquiry and our team helps to advise the Mayor on his policies related to building safety.

In the Senior Programme Officer role, you will support delivery of the government's cladding remediation funds in London, by leading on a portfolio of buildings and helping the owners of those buildings access funding to remove unsafe cladding. This will involve supporting them through a rigorous application process including, assessing submissions and making recommendations; managing milestones and grant payments; and monitoring progress of remediation works to ensure buildings are made safe as quickly as possible. You will also have opportunities to influence, change and improve existing processes, alongside working with central government to shape building safety provision in the future.

Our ideal applicant is self-motivated and proactive, can manage multiple projects in a fast paced and changing environment and can demonstrate excellent attention to detail. You will have the ability to manage complex relationships across a range of stakeholders and will be used to working in a team environment, sharing ideas and developing new approaches to improve processes and delivery in an open and collaborative way.

While knowledge of the housing, construction or building safety sectors would be beneficial, they are not essential and we welcome applications from candidates with experience in other relevant sectors to bring applicable expertise to these roles. The GLA team has a comprehensive training and induction programme to get you up to speed on the key issues related to building safety, coupled with wider learning and development to promote individual growth and expertise.

Want to find out what it's like working in the Building Safety Team?

If you would like to hear more about the job, we are holding two informal sessions with members of the team on Wednesday 02 February at 19:00 and on Friday 04 February at 12:00.

If you are interested in attending, please email to register your details and receive an invite. These sessions will be held virtually via Microsoft teams.

Please read the JOB DESCRIPTION and PERSON SPECIFICATION

Please ensure your supporting statement clearly addresses all of the Personal Specification Criteria (Technical requirements and behavioural competencies) .

This role will be based at London Fire Brigade's Head Office (Union Street SE1 0LL). At present GLA staff are working largely from home, with office space available. Over the coming weeks and months, we will be moving to hybrid working as part of this, you will need to split your time between home working and coming into the office.

London's diversity is its biggest asset and we strive to ensure our workforce reflects London's diversity at all levels. We welcome applications from everyone regardless of age, gender, ethnicity, sexual orientation, faith or disability.

We are committed to being an inclusive employer and we are happy to consider flexible working arrangements. We would welcome applications from candidates who are seeking part time work as this role is open to job share.

In addition to a good salary package, we offer an attractive range of benefits including 30 days' annual leave, interest free season ticket loan, interest free bicycle loan and a career average pension scheme.

Please note we do not accept CV's for this role. All applications for this vacancy must be submitted via our online recruitment system. To apply and to view a copy of the Job Description and Person specification, please click the **"Apply Now"** button below.

PROGRAMME OFFICER

Contract type: Permanent
Salary: £41,096 per annum
Grade: 7

- Do you want to help make homes in London safer for their residents?
- Do you have an eye for detail while working in a fast-paced environment?
- Can you administer critical programme processes, ensuring they run smoothly and efficiently?

All Londoners deserve to live in homes that are safe. The tragedy at Grenfell Tower in 2017 revealed an urgent and high-profile crisis, with many buildings in the capital, and across the country, found to have cladding and other fire safety concerns. In response, the government set up the [Building Safety Programme](#) to ensure that these buildings can be made safe.

An exciting opportunity has arisen for a Programme Officer to join the GLA's existing Building Safety Team. The team is responsible for managing the funds that make up the government's Building Safety Programme in London. Our work directly supports the Mayor in his role as a core participant in the Grenfell Tower Inquiry and our team helps to advise the Mayor on his policies related to building safety.

In the Programme Officer role, you will monitor and report on programme performance, assist with reviewing and progressing applications and payments, help to co-ordinate input from legal and technical advisors and deal with correspondence from a variety of stakeholders, including central government, London boroughs, consultants and building owners. This role will enable you to work with colleagues in a supportive team environment with lots of opportunities to learn and share skills and ideas. You will also have opportunities to influence and enhance existing processes, and to design new ways of working that help the Building Safety Team function efficiently and deliver to a high standard.

Our ideal applicant is highly organised, self-motivated and proactive with excellent attention to detail. You will also be used to building open and collaborative relationships and ideally have experience of working on complex projects or funding programmes. Whilst a background in housing, construction or building safety sectors is helpful, it is not essential for the role and we welcome applications from candidates with experience in other relevant sectors to bring applicable expertise to the role. The Building Safety Team has a comprehensive training and induction programme to get you up to speed on the key issues related to building safety, coupled with wider learning and development to promote individual growth and expertise.

Want to find out what it's like working in the Building Safety Team?

If you would like to hear more about the job, we are holding two informal sessions with members of the team on Wednesday 02 February at 19:00 and on Friday 04 February at 12:00.

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PROGRAMME MANAGER

Contract type: Permanent
Salary: £58,621 per annum
Grade: 11

An exciting opportunity has arisen to join the Building Safety Team in the GLA's Housing & Land directorate.

Following the tragedy at Grenfell Tower in 2017, an urgent and high-profile crisis has unfolded with many buildings found to be unsafe. The Government has established a number of funding programmes in response to this crisis and the GLA is administering this funding in London.

We are currently looking for two Programme Managers to support this work. These roles are central to achieving the Mayor's vision that all Londoners should benefit from a safe, good quality home.

This role will contribute to overall leadership of the Building Safety Team by line managing up to five staff members and deputising for the Senior Manager (Building Safety). The Programme Manager will provide oversight of the programme, supporting team members to progress their portfolio of buildings. This includes overall responsibility for contracting, legal and technical due diligence processes, and management of the GLA's relationship with external advisers and the Ministry of Housing, Communities and Local Government.

You will be a good negotiator and communicator, solutions-focused, and able to support the team to deliver a complex programme at pace. You will also have highly developed problem-solving skills. Ideally, you will have a clear track-record in managing a large capital programme in the housing or built environment sector, and proven ability to lead a high-performing team.

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ANALYST

Contract type: Permanent

Salary: £48,437

Grade: 9

An exciting opportunity has arisen to join the Building Safety Team in the GLA's Housing & Land directorate.

Following the tragedy at Grenfell Tower in 2017, an urgent and high-profile crisis has unfolded with many buildings found to be unsafe. The Government has established a number of funding programmes in response to this crisis and the GLA is administering this funding in London.

We are looking for an Analyst to join the Building Safety Team and support this work. The team's job is to help us improve the safety of London's homes as quickly as possible. This role is central to achieving the Mayor's vision that all Londoners should benefit from a safe, good quality home.

This role will lead on the management, monitoring and review of programme performance, expenditure and other aspects of the building safety programmes. It will involve reporting on progress against programme budgets and outputs, and include identifying and managing risks and/or issues that may impact on the performance or delivery of the programmes.

You will have experience managing large and complex datasets and using different data management tools to develop accurate, tailored reports. You will be self-motivated and proactive, with excellent attention to detail and the ability to communicate effectively with a range of stakeholders.

Please read the **JOB DESCRIPTION** and **PERSON SPECIFICATION**

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This role will be based at London Fire Brigade's Head Office (Union Street SE1 0LL). At present GLA staff are working largely from home, with office space available. Over the coming weeks and months, we will be moving to hybrid working as part of this, you will need to split your time between home working and coming into the office.

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Job descriptions

Job title:	Head of Building Safety
Grade:	14
Directorate:	Housing and Land
Unit:	Programme, Policy and Services

Job purpose

As a member of the GLA's Housing & Land directorate's senior management team, lead all aspects of the GLA's building safety work and contribute to the leadership of the GLA's work to respond to the Grenfell Tower tragedy. Develop strategy, policy and actions to support the Mayor's strategic objectives for addressing building safety issues in London. Advise the Mayor, Chief of Staff, Deputy Mayors and officers on building safety issues in London. Lead the GLA's administration of the cladding remediation funds and any associated future building safety programmes. Act as the focal point for the GLA's work with organisations involved with, or with an interest in, building safety issues in London. Represent the Mayor and the interests of Londoners in negotiations with building owners and the Government. Contribute to the development of GLA housing policy and practice to ensure that new builds are to the safety standards required and provide support to the Executive Director in delivering GLA's corporate objectives.

Principal accountabilities

1. Use own knowledge and expertise to provide policy development and implementation advice to the Mayor and others on a strategic approach to improving building safety in London.
2. Lead the development of effective working relationships with Government, London borough councils, other statutory and non-statutory organisations and the private sector in order to achieve the Mayor's strategic building safety objectives.
3. Work closely with GLA teams and functional bodies, including the London Fire Brigade, to develop and monitor policies, programmes and actions which improve building safety in London.
4. Oversight and responsibility for the GLA's administration of the Private Sector Cladding Remediation Fund (PSCRF), the Social Sector Cladding Remediation Fund (SSCRF), the Building Safety Programme, the Waking Watch Relief Fund and all future building safety programmes, with a combined budget of over £1bn in capital and at least £3m per annum in revenue.
5. Lead and coordinate the Mayor's participation in the Grenfell Tower Inquiry including through management of the Grenfell Response Programme and Policy Manager and the Grenfell Inquiry Coordinator.

6. Maintain effective relationships with the Grenfell Community and leaseholder and other building safety interest groups, representing the GLA and deputising for the Executive Director of Housing and Land and Deputy Mayor for Housing and Residential Development as required.
7. Support the Senior Leadership Team and the Chief Officer to ensure that building safety issues and how they relate to the GLA's responsibilities and priorities are understood, and that the GLA's response is effective.
8. Establish and maintain internal working relationships to ensure opportunities for integration across the work programme of the Authority and the functional bodies are identified and realised.
9. Provide effective and dynamic leadership and management of the Building Safety team, ensuring the highest standards of performance and professionalism.
10. Lead as required, multi-disciplinary, cross-department and cross-organisational projects and activities related to the Building Safety agenda or broader corporate initiatives.
11. Lead and demonstrate the GLA core values and play a full role within the GLA Senior Leadership team.
12. Provide reports and make presentations, as required, to the Executive Director, the Deputy Mayor for Housing and Residential Development, the Homes for Londoners Board, the London Assembly and other relevant bodies on the performance and risk profile of the building safety programmes.
13. 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

Adjustment for disability

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

Key relationships

Accountable to: Executive Director, Housing and Land

Accountable for: Team of 34 staff and a budget of over £1bn capital and £3m per annum revenue

Principle contacts: The Mayor and his policy advisers, Deputy Mayors and their senior advisors, Assembly Members, senior managers of the Authority and Functional Bodies, Government departments, London boroughs, statutory and non-statutory housing organisations.

Person specification

1. Significant knowledge and understanding of building safety issues and how they relate to London and the Mayor.
2. Evidence of success of developing and implementing strategies and policies in the built environment or a related field.
3. Evidence of success of designing, managing and evaluating complex capital funding programmes, including budget management.
4. Experience of providing impartial advice to senior officers and politicians and of operating in a complex political environment.
5. Able to lead, manage and motivate team members, ensuring work programmes are delivered in line with set team and departmental aims and objectives.
6. 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

RESPONSIBLE USE OF RESOURCES

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

Level 3 indicators of effective performance

- Allocates financial and people resources efficiently to maximise value for team and wider organisation
- Thinks in terms of maximum efficiency when planning resource allocation
- Implements good practice on efficient use of resources
- Monitors financial performance and efficiency of own team, ensuring delivery of work within budget
- Negotiates and manages contracts responsibly across a diverse supplier base

PROBLEM SOLVING

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

Level 3 indicators of effective performance

- Clarifies ambiguous problems, questioning assumptions to reach a fuller understanding
- Actively challenges the status quo to find new ways of doing things, looking for good practice
- Seeks and incorporates diverse perspectives to help produce workable strategies to address complex issues
- Initiates consultation on opportunities to improve work processes
- Supports the organisation to implement innovative suggestions

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

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 3 indicators of effective performance

- Encourages and supports teams in engaging in transparent and inclusive communication
- Influences others and gains buy-in using compelling, well thought through arguments
- Negotiates effectively to deliver GLA priorities
- Synthesises the complex viewpoints of others, recognises where compromise is necessary and brokers agreement
- Advocates positively for the GLA both within and outside the organisation

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

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 AND 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

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

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.

Job title: Senior Manager (Building Safety)

Grade: 13

Directorate: Housing and Land

Unit: Programme, Policy and Services

Job purpose

Lead major, complex and high-profile investment programmes established to improve the quality and safety standards of new and existing homes in London. Develop strategy, policy and actions for potential new programmes and influence programme design to ensure Government decisions are deliverable. Hold accountability for ensuring programmes are delivered within the parameters agreed with Government and in accordance with Mayoral objectives. Act as the focal point for the GLA with stakeholder relationships to solve complex problems and ensure successful programme delivery.

Principal accountabilities

1. Establish and maintain close working relationships in a high pressure environment with senior decision makers within the GLA, the Ministry for Housing Communities and Local Government and in each London Borough to negotiate programme design and ensure it is fit for purpose, influence funding decisions, and ensure successful delivery of the building safety investment programmes.
2. Contribute to wider development of GLA policies and strategy to improve the quality and safety of existing and new homes in London, engaging with teams across the directorate and the wider GLA as appropriate.
3. Lead the management of high profile and complex building safety remediation programmes. Lead and manage a team of officers to deliver the programmes at pace, and retain responsibility for the development, management and monitoring of all initiatives and projects related to the programmes.
4. Lead the development of processes to enable effective management of investment programmes established to improve the quality and safety standards of existing and new homes in London, and retain responsibility for their implementation.
5. Manage the procurement and performance of relevant legal, technical and other services in line with the GLA's procurement procedures.
6. Provide professional leadership through the management, development, mentoring and coaching of team members, fostering a culture of continuous improvement. Promote a performance-oriented culture and retain accountability for the quality of the team's work. Manage, communicate and implement change as required due to evolving programme design, and influences and communicates wider corporate changes.

7. Ensure that resources within building safety programmes are appropriately safeguarded and utilised and risk management is embedded in all aspects of delivery and reporting. Maintain close awareness of emerging reputational, safety, and financial risks to the Mayor and advise political stakeholders as required, ensuring that risk and resource management processes are commensurate with the significant scale of the programmes.
8. Provide regular reports and briefings on progress to the Housing and Land senior management team, the Deputy Mayor for Housing and Residential Development, and relevant external stakeholders.
9. Oversee the development and implementation of a communication strategy for external stakeholders including members of the public and residents of unsafe blocks.
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 post and participating in multi-disciplinary cross department and cross organisational groups and project teams.

Key contacts GLA housing teams, Executive Director of Housing & Land, Deputy Mayor of Housing & Residential Development, building owners, central Government, Homes England, industry representatives, London Boroughs and external consultants.

Accountable to: Head of Building Safety

Accountable for: Resources allocated to the role, including line management Programme Managers and indirect line management of a wider team of Senior Programme Officers and Programme Officers. Oversight of multimillion-pound funding programmes.

Person specification

Technical requirements/experience/qualifications

1. Appropriate degree-level qualification or equivalent experience
2. Appropriate experience of managing staff in a performance-oriented culture
3. Appropriate experience of managing large investment programmes and detailed project and contract management, including governance.
4. Experience of effective relationship management in a highly political and high-pressured environment.
5. Appropriate experience of public sector procurement and management of external consultants.
6. Appropriate technical knowledge on cladding and the built environment.

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 3 indicators of effective performance

- Actively engages partners and encourages others to build relationships that support GLA objectives
- Understands and recognises the contributions that staff at all levels make to delivering priorities
- Proactively manages partner relationships, preventing or resolving any conflict
- Adapts style to work effectively with partners, building consensus, trust and respect
- Delivers objectives by bringing together diverse stakeholders to work effectively in partnership

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 3 indicators of effective performance

- Understands diverse stakeholder needs and tailors team deliverables accordingly
- Is a role model to others, encouraging them to think of Londoners first
- Manages stakeholder expectations, so they are high but realistic
- Removes barriers to understanding the needs of diverse stakeholders, including hard to reach groups
- Focuses own and team's efforts on delivering a quality and committed service

Problem Solving

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

Level 3 indicators of effective performance

- Clarifies ambiguous problems, questioning assumptions to reach a fuller understanding
- Actively challenges the status quo to find new ways of doing things, looking for good practice
- Seeks and incorporates diverse perspectives to help produce workable strategies to address complex issues
- Initiates consultation on opportunities to improve work processes
- Supports the organisation to implement innovative suggestions

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 3 indicators of effective performance

- Translates GLA vision and strategy into practical and tangible plans for own team or delivery partners
- Consistently takes account of the wider implications of team's actions for the GLA
- Encourages self and others to think about organisation's long-term potential
- Informs strategy development by identifying gaps in current delivery or evidence
- Takes account of a wide range of public and partner needs to inform team's 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 3 indicators of effective performance

- Uses understanding of differences between the GLA and its partners to improve working relationships
- Helps others understand the GLA and the compel environment in which it operates
- Translates changing political agendas into tangible actions
- Considers the diverse needs of Londoners in formulating GLA objectives
- Helps others understand how the media and eternal perceptions of the GLA influence work

Managing and 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 3 indicators of effective performance

- Motivates and inspires others to perform to their best, recognising and valuing their work and encouraging them to learn and reflect
- Sets clear direction and expectations and enables others to interpret competing priorities
- Agrees and monitors challenging, achievable performance objectives in line with GLA priorities
- Manages performance issues effectively to avoid adverse impact on team morale and performance

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 3 indicators of effective performance

- Monitors allocation of resources, anticipating changing requirements that may impact work delivery
- Ensures evaluation processes are in place to measure project benefits
- Gains buy-in and commitment to project delivery from diverse stakeholders
- Implements quality measures to ensure directorate output is of a high standard
- Translates political vision into action plans and deliverables

Responsible Use of Resources

Level 3 indicators of effective performance

- Allocates financial and people resources efficiently to maximise value for team and wider organisation
- Thinks in terms of maximum efficiency when planning resource allocation
- Implements good practice on efficient use of resources
- Monitors financial performance and efficiency of own team, ensuring delivery of work within budget
- Negotiates and manages contracts responsibly across a diverse supplier base

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.

Job title: Programme Manager (Building Safety)

Grade: 11

Post number: TBC

Directorate: Housing and Land

Unit: Programme, Policy and Services

Job purpose

To lead a team focused on making London buildings safer. To lead on the provision of expert advice and guidance on cladding remediation in London to the Mayor and his advisors. To lead the implementation of, and influence any ongoing redesign of, the Government's building safety investment programmes. To take overall responsibility for ensuring grant is provided in line with rigorous legal and technical processes, including supervising the negotiation and agreement of funding agreements with building owners. To manage the GLA's relationships with other stakeholders and partners involved in cladding remediation.

Principal accountabilities

1. Maintain a broad overview of issues related to building safety, seek to anticipate and identify emerging trends, risks, new developments and innovations that may impact on the Mayor's strategy and policies, and provide written and oral briefings, high level advice and specialist reports for the Mayor and advisers on these issues.
2. Design and refine appropriate legal and technical processes for the building safety investment programmes and ensure projects comply by providing close and effective supervision of the application, assessment and approval processes.
3. Develop and maintain excellent working relationships with officials at the Ministry of Housing, Communities and Local Government and Homes England, working closely with them to ensure GLA recommendations on applications and associated issues are seen as credible, consistent with the programme principles and/or reflective of the Mayor's position and to ensure technical and legal compliance.
4. Deputise for the Senior Manager and take responsibility for managing and motivating a team.
5. Lead the development, negotiation and agreement of the individual funding agreements with building owners in partnership with the relevant Senior Programme Officer, legal and technical consultants and central Government.
6. Provide professional and technical advice, guidance and support to enable the Building Safety team to fulfil its functions in line with its investment programme criteria and associated legislation.
7. Regular and accurate reporting of building safety investment programmes, including outputs, budgets and risks, including approval/update papers for internal and external stakeholders.
8. Provide rigorous contract management of the GLA's appointed technical and legal consultants to ensure they provide services in line with the specification and contract.

9. 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
10. Take a flexible approach to undertaking the duties and responsibilities of the job and participate in multi-disciplinary, cross-department and cross organisational groups and project teams as required.

Accountable to: Senior Manager (Building Safety)

Accountable for: Staff and resources allocated to the post, including line management of up to five staff members

Principal contacts: GLA housing teams, building owners, central Government, Homes England, London Boroughs and external consultants.

Person specification

1. Technical requirements/experience/qualifications

1. Appropriate Degree level qualification and/or appropriate professional qualifications/membership (e.g. RICS) and/or demonstrable and relevant experience and skills
2. Understanding of, and experience in, negotiating and managing funding agreements.
3. Experience of undertaking legal and financial due diligence in relation to projects involving residential property and/or complex structures (including joint-ventures etc.)
4. Detailed project management experience, including demonstrable past experience in managing a complex, high-profile programme autonomously.
5. Appropriate experience of managing a team in a performance-oriented culture and an understanding of the GLA's commitment to equality and diversity.

2. 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 3 indicators of effective performance

- Develops new professional relationships
- Understands the needs of others, the constraints they face and the levers to their engagement
- Understands differences, anticipates areas of conflict and takes action
- Fosters an environment where others feel respected
- Identifies opportunities for joint working to minimise duplication and deliver shared goals

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 2 indicators of effective performance

- Seeks to understand requirements, gathering extra information when needs are not clear
- Presents the GLA positively by interacting effectively with stakeholders
- Delivers a timely and accurate service
- Understands the differing needs of stakeholders and adapts own service accordingly
- Seeks and uses feedback from a variety of sources to improve the GLA's service to Londoners

Problem Solving

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

Level 3 indicators of effective performance

- Processes and distils a variety of information to understand a problem fully
- Proposes options for solutions to presented problems
- Builds on the ideas of others to encourage creative problem solving
- Thinks laterally about own work, considering different ways to approach problems
- Seeks the opinions and experiences of others to understand different approaches to problem solving

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 2 indicators of effective performance

- Prioritises work in line with key team or project deliverables
- Makes contingency plans to account for changing work priorities, deadlines and milestones
- Identifies and consults with sponsors or stakeholders in planning work
- Pays close attention to detail, ensuring team's work is delivered to a high standard
- Negotiates realistic timescales for work delivery, ensuring team deliverables can be met

Organisational Awareness

Level 2 indicators of effective performance

- Challenges unethical behaviour
- Uses understanding of the GLA's complex partnership arrangements to deliver effectively
- Recognises how political changes and sensitivities impact on own and team's work
- Is aware of the changing needs of Londoners, anticipating resulting changes for work agendas
- Follows the GLA's position in the media and understands how it impacts on work

Responsible Use of Resources

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

Level 3 indicators of effective performance

- Continually looks for opportunities to work more efficiently and sustainably
- Reduces team impact on the environment by implementing methods for reducing use of, reusing and recycling resources
- Improves local processes to maximise use of resources
- Monitors and stays within budget at all times

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.

Job title: Senior Programme Officer – Building Safety

Grade: 9

Post Number:

Directorate: Housing and Land

Unit: Programme, Policy and Services

Job purpose

Provides a professional lead on administration of the GLA's investment programmes established to improve the safety standards of existing homes in London. Lead all aspects of the application, assessment, approval and monitoring process for a portfolio of buildings. Manage day-to-day relationships with a portfolio of stakeholders, including building owners and London boroughs.

Principal accountabilities

1. Build and maintain effective working relationships with investment partners to support effective administration of the GLA's building safety investment programmes.
2. Use professional judgement to support the effective use and management of public sector resources to maximum benefit of local communities. Manage the procurement of services required by the programme or project in line with the GLA's procurement procedures.
3. Ensure that all funding is appropriately safeguarded and utilised and risk management is embedded in all aspects of delivery and reporting.
4. Analyse, assess and interpret funding bids from applicants. Manage the subsequent investment programme, ensuring key milestones are achieved. Ensure project and programme performance is accurately maintained in line with reporting requirements.
5. Grow and maintain a thorough understanding of building safety and quality issues affecting residential buildings in London. Working with colleagues within Housing and Land, Planning, London Fire Brigade, Homes England, Government Departments and Local Authorities to support the development of business cases to support further investment and delivery by the Mayor or central Government.
6. Implement Mayoral or government policy initiatives and funding opportunities as they arise to support Mayoral and GLA housing objectives.
7. Ensure relevant residents and leaseholders are kept informed about remediation progress for buildings in receipt of GLA funding.
8. Use commercial and professional experience to provide constructive challenge through the use of commercial skills, business acumen and innovation and work with partners, including local authorities, to evaluate local priorities and targets and deliver cost effective development solutions.

9. Manage the delivery of compliance audits and ensure shortcomings in process are addressed.
10. Take a lead on specific technical building safety policy areas as needed to provide a strategic lead across the building safety team and support advice to the Mayor and other key stakeholders.
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.

Accountable to: Programme Manager

Accountable for: Resources allocated to the role.

Principal contacts: GLA housing teams, building owners, central Government, Homes England, London Boroughs and external consultants.

Person specification

1. Technical requirements/experience/qualifications

1. Appropriate Degree level qualification and/or appropriate professional qualifications/membership and/or demonstrable and relevant experience and skills.
2. Experience of programme or project management, including managing and working with external professional advisers
3. Knowledge of the housing, construction, building safety or a related sector.

2. 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 2 indicators of effective performance

- Develops new professional relationships
- Understands the needs of others, the constraints they face and the levers to their engagement
- Understands differences, anticipates areas of conflict and takes action
- Fosters an environment where others feel respected
- Identifies opportunities for joint working to minimise duplication and deliver shared goals

Stakeholder Focus

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

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- Prioritises work in line with key team or project deliverables
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- Identifies and consults with sponsors or stakeholders in planning work
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Organisational Awareness

Level 2 indicators of effective performance

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- Improves local processes to maximise use of resources
- Monitors and stays within budget at all times

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.

Job description

Job title:	Programme Officer – Building Safety
Grade:	7
Post number:	
Directorate:	Housing and Land
Unit:	Housing
Team:	Building Safety

Job purpose

To support the administration and delivery of GLA programmes established to improve the quality and safety standards of residential buildings in London.

To monitor and report on overall programme performance and budget. To assist with all aspects of programme delivery including processing applications and payments, managing input from legal and technical advisors, budget and risk management, and communications. To assist Senior Programme Officers to process applications and payments, and complete compliance audits and other relevant monitoring.

Principal accountabilities

1. Support the Senior Programme Officers and the Senior Programme Manager to administer all aspects of the GLA programmes established to improve the safety of residential buildings.
2. Collect, analyse and report on performance information and other data, to inform overall programme management and reporting. Produce reports on performance across the programme for senior level internal and external audiences.
3. Validate applications prior to assisting with appraisal of applications, contracting, and managing and monitoring applicants' performance against contractual obligations and expected outcomes.
4. Build excellent working relationships, both internally and externally, and represent the GLA at external events.
5. Assist in management and monitoring of multi-million pound budgets, reconciling actual income and expenditure with approved budget allocations.
6. Prepare reports, briefings, presentations and marketing materials on services for a range of audiences, including the Mayor's Office.
7. Lead on implementation and management of the team's information sharing functions, including preparation of bundles prior to assessment and decisions.
8. Act as the main point of contact for receiving and responding to casework in respect of residents of unsafe buildings in London, analysing and deciding when further investigation, action or escalation is required.
9. Manage staff and resources allocated in accordance with the Authority's policies and Code of Ethics and Standards.

10. Realise and promote 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-departmental and cross-organisational groups and project teams

Key contacts

Accountable to: Senior Programme Manager

Accountable for: Resources allocated to the job

Principal contacts: **GLA housing teams, building owners, central Government, Homes England, London Boroughs and external consultants.**

Person specification

Technical requirements/experience/qualifications:

1. Appropriate Degree level qualification and/or appropriate professional qualifications/membership and/or demonstrable and relevant experience and skills
2. Experience of supporting the delivery of a complex project or programme
3. An understanding of the GLA's commitment to equality and diversity.

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 2 Indicators of effective performance

- Identifies opportunities for joint working to minimise duplication and deliver shared goals
- Develops new professional relationships
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Planning and organising

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- Pays close attention to detail, ensuring team's work is delivered to a high standard
- Negotiates realistic timescales for work delivery, ensuring team deliverables can be met

Research and analysis

... is gathering intelligence (information, opinion and data) from varied sources, making sense of it, testing its validity and drawing conclusions that can lead to practical benefits.

Level 2 Indicators of effective performance

- Proactively seeks new information sources to progress research agendas and address gaps in knowledge
- Grasps limitations of or assumptions behind data sources, disregarding those that lack quality
- Analyses and integrates qualitative and quantitative data to find new insights
- Translates research outcomes into concise, meaningful reports
- Identifies relevant and practical research questions for the future

Decision making

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

Level 2 indicators of effective performance

- Takes decisions as necessary on the basis of the information available
- Makes decisions without unnecessarily referring to others
- Involves and consults internal and external stakeholders early in decisions that impact them Identifies potential barriers to decision making and initiates action to move a situation forward
- Demonstrates awareness of the GLA's decision making processes and how to use them

Problem solving

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Job title:	Analyst
Grade:	9
Directorate:	Housing and Land
Unit:	Programmes, Policies and Services

Job purpose

Reporting to the Senior Manager (Building Safety), the Analyst will work as part of the team responsible for managing funding applications and contractually tying down commitments to remediate buildings with unsafe cladding in London. The role requires the support, management, monitoring and review of programme performance and expenditure against budgets. The role is also required to support colleagues in the Building Safety Team in the negotiation, agreement and management of individual contracts.

Principal accountabilities

1. Manage, monitor, and report on all aspects of building safety programmes.
2. Manage, monitor and report on expenditure against programme, budget and outputs, including the identification and management of risk and/or issues that may impact on the performance or delivery of the programme during the pre-contract phase of the programme.
3. Lead in the preparation, creation and/or modelling of reporting templates, spreadsheets or other documents necessary for reporting on the land and investment transactions.
4. Prepare reports for approval purposes in relation to the building safety programmes, including approval/update papers for Directorate Management Team, Building Safety Peer Review and Fund Application Board.
5. Be the contract lead and single point of contact for the co-ordination and analysis of information in relation to the building safety programmes.
6. Produce accurate, consistent and timely response to queries from other teams within the Housing and Land Directorate, Freedom of Information Requests, Mayoral Questions and the GLA more generally in order to ensure responses are in line with Mayoral and Directorate policies.
7. Support colleagues as required in the Building Safety Team in the negotiation, agreement and management of individual contracts.
8. Liaise with colleagues within the Directorate, the GLA more generally and external parties as required in order to facilitate the delivery of the building safety programmes.
9. 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.
10. Take a flexible approach to undertaking the duties and responsibilities of the job and participate in multi-disciplinary, cross-department and cross organisational groups and project teams as required.

Accountable to: Senior Manager (Building Safety)

Accountable for: Resources allocated to the post

Principal contacts: Staff internal to the GLA; Staff external to the GLA (including central government)

Person specification

Technical requirements/experience/qualifications

1. Appropriate degree level qualification and/or appropriate professional qualifications (e.g. accountancy qualification)/membership and/or demonstrable and relevant experience and skills.
2. Demonstrable experience in the use of data management tools such as JasperSoft, Business Objects, Excel or other equivalent analysis systems to develop accurate tailored reports for senior management and operational staff to achieve corporate targets.
3. Project management experience.
4. Experience of effective relationship management.

Behavioural competencies

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Managing and 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 2 indicators of effective performance.

- Seeks opportunities to develop professional skills and knowledge and encourages team to do so.
- Ensures own and others' workloads are realistic and achievable.
- Provides staff with clear direction and objectives, ensuring they understand expectations.
- Recognises achievements and provides constructive feedback and guidance.
- Gives staff autonomy and confidence to perform well and to their potential.

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