

**Job title: Executive Director, Resources / Chief Finance Officer****Grade: Spot****Directorate: Resources****Job Purpose**

- Responsible to the Chief Officer for the leadership and performance of the functions allocated to the GLA's Resources directorate and for contributing proactively and collaboratively to the Corporate Management Team (CMT).
- Responsible to the Mayor and the Assembly as the GLA's Chief Finance Officer under Section 127 of the GLA Act 1999

**Principal accountabilities**

- Financial management and governance – maintaining effective governance and financial management to ensure that the GLA, GLA organisations, and Mayoral development corporations operate sustainably in the long-term;
- Treasury management – providing treasury management services to the GLA and those bodies participating in the GLA's shared treasury service (currently encompassing investments of £4 billion and debt of £5.5 billion);
- Budget development – leading on the strategic development of the Mayor's component (revenue and capital) and of consolidated budgets for the GLA Group (currently in excess of £18 billion a year) and ensuring the Group budget is set in line with legal requirements;
- Performance management -- supporting a highly integrated financial and performance monitoring regime for the GLA;
- Facilities management -- leading on the provision of safe working environments which support high levels of productivity and modern workplace provision;
- Information technology – leading on the provision of secure technology infrastructure which supports high levels of mobility, productivity and collaboration
- Collaboration across the GLA Group and the wider London public sector – to secure greater efficiency and effectiveness through collaboration and shared services
- Monitor delivery of corporate priorities across the directorate, working to achieve continuous improvement for all teams and individuals

As a member of the Corporate Management Team you will have collective responsibility, under the overall direction of the Chief Officer for:

- Providing effective leadership to all GLA teams, acting as a role model for our people and ensuring the development of a culture and core values which enable the GLA to continuously improve and innovate.

- Working closely with the Mayoral team to ensure the effective development and maintenance of corporate policy development
- Designing and implementing corporate and strategic approaches to ensure the use of an effective framework for the achievement of the GLA's objectives.
- Ensuring effective corporate management of resources (people, organisation, structures and management systems), regularly reviewing and re-prioritising this to ensure effective utilisation.
- Represent the GLA, supporting and promoting its activities and acting as a 'champion' of any corporate initiatives, often taking a lead role on these.
- Establish and maintain good internal and external stakeholder relations with the Mayoral team, Assembly Members, Unions, other GLA Group organisations, London boroughs and London's communities.
- Realising the benefits of London's diversity by promoting and enabling equality of opportunities and promoting the diverse needs and aspirations of London's communities.

## **Person specification**

1. Technical requirements, experience, qualifications
  - A CCAB qualified accountant (which includes ACCA and CIPFA)
  - An in-depth understanding of financial management, treasury management and budget formulation across a range of professional functions.
  - Extensive experience at senior manager level within a local authority, government department/agency or similar high profile organisation with comparable scope, responsibilities, budget and resources.
  - Experience of providing professional advice in the areas covered by the post's responsibilities and experience of building trust and confidence with elected members (or similar office holders) within a democratic process.
  - Experience of developing shared services.

## **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 4 indicators of effective behaviour

- 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

Role Description (v1.0)

- 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

### **Strategic thinking**

...is using an understanding of the bigger picture to uncover potential challenges and opportunities for the long term and turning those 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

### **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

Role Description (v1.0)

- 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 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

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