Job Description

Job title: Assistant Director, Intelligence and Analysis

Grade: Grade: 15   Post number: GLA001570

Directorate: Communities & Intelligence

Unit: Intelligence Unit

Job purpose

Ensure the effective delivery of a high quality economic and social analysis to support the GLA's strategies and policies. Provide recognised leadership on the associated agendas of smart cities and city data to bring about the transmission of technology and innovation into a public services setting.

In pursuit of the above, lead, manage and motivate the GLA Intelligence Unit and other GLA staff, and provide visible co-ordination and leadership across a range of city networks, including the Mayor of London's Smart London Board.

Principal Accountabilities

1. Provide high-quality analysis of social, economic and demographic data, and public opinion research and engagement services, with specific reference to:
    a. the statutory strategies produced by the Mayor of London; and
    b. ongoing professional policy advice related to the Mayor of London's priorities and responsibilities.

2. To deliver HMT Treasury Green Book standard appraisal and evaluation services as a support to investment and governance decisions made in the GLA's Investment and Performance Board.

3. To oversee the calculation of London's Living Wage.

4. Provide policy leadership across the broader smart cities agenda as well as in the more technical aspects of the city data agenda (e.g. in relation to data privacy, open data, the development of policies and regulation which allow for the secure sharing of data, and digital infrastructure).

5. In support of the Chair of the Smart London Board and through the Smart London Plan, provide strategic direction and deliver a programme of work to ensure the specific policy aims laid down in the Plan are delivered. Ensure theSmart Cities agenda in London

develops in a way that builds a positive international reputation and improves London's public services.

6. Through development of the London Datastore, and the application of high quality analytical and data modelling techniques, ensure that London and the GLA is at the forefront of developments in the effective exploitation of data in urban environments.

7. Provide strategic direction for the development of a range of other digital and modelling products contained within the Intelligence Unit (e.g. City Modelling Platforms, London Schools Atlas, London Infrastructure Map, Talk London), ensuring their usefulness and continued value to the GLA and London.

8. Work with academic and other partners in the public and private sector to deliver maximum value from the research and development pipeline. This means identifying opportunities in grant competitions at national and international level (government and academic research councils) and research topics which translate into tangible outcomes for London's communities and public services.

9. To inform the Unit's work programme and maximum take-up of its work, establish, develop and maintain effective relationships with GLA and GLA group (e.g. GLA policy teams, TfL, the Mayor's Office), as well as a broader range of stakeholders (e.g. London Councils, the London Boroughs, central government and think tanks).

10. Exploit a range of relationships at city, national and international level (e.g. The QEOP Smart District Board, the European Commission, other global cities, British national government, the Catapult Organisations, British Standards Institute, academia) to allow for the maximum transfer of experience and the maximum benefit for the wider Smart City agenda in London.

11. Effectively represent the interests of the Mayor and the GLA as the Board member for Funding London. This includes assessing effective management of existing funds to support small businesses, representing the GLA's interests in discussions on the current performance of funds and the broader business, as well as its future direction.

12. Adopt a leadership position for innovation in the Authority, tying together product and service innovation, application and demand across London's public services and new approaches to financing and funding.

13. Manage and monitor the Unit's budgets effectively, including corporate reporting, overseeing the management of contracts with external suppliers and the proper spending of large grant awards. Ensure the effective running of Unit by formulating clear business plans, staff objectives and targets, supported by sound performance management and monitoring arrangements for the delivery of the Unit's policies and targets

14. Actively contribute to the strategic and corporate management of the GLA by participating in Authority wide activities and initiatives involving senior managers and as a member of the Executive Director's Directorate Management Team.

15. Support the Executive Director, Communities and Intelligence and Deputy Mayor, advising, representing or deputising for them as required.

16. Manage staff in accordance with the GLA's policies and Code of ethics and standards. Promote and enable equality of opportunity and understand and promote the diverse needs and aspirations of London's communities.

Dimensions

accountable to: Executive Director Communities & Intelligence

accountable for: staff and resources within the Intelligence unit.

Person Specification

1. Senior management experience, leading a multi-disciplinary team providing professional analysis and advice in a complex political environment. Clear evidence of the ability to synthesise and interpret data across a broad spectrum (social, economic, statistical) as well as qualitative data and intelligence gathered using advanced techniques and a wide range of traditional and non-traditional sources.

2. Evidence of innovation leadership and an understanding of how emerging practice and technology - big data (analytics), cloud computing and internet of things - can be applied in public service and city challenges. This is to be supported by a proven ability to turn ideas generation into competitive bids and successful, funded and deliverable projects.

3. Sound understanding and experience of resource and budget management, including income generation, budget formulation, financial monitoring and evidence of corporate management of resources to achieve best value for money.

4. Understanding of and commitment to the role of the GLA in promoting equal opportunities in employment and service delivery, combating discrimination and promoting the diverse needs of London's communities.

Behavioural Competencies

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 eternal 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 compel and diverse threats and issues facing London into positive action Pro-actively 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

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

Level 4 indicators of effective performance

- Seeks multiple perspectives to understand the breadth and depth of compel issues
- Produces strategies to solve organisation-wide problems, considering the practical and political concerns associated with the implementation of solutions
- Enables the GLA to continuously improve and innovate in the long term
- Problem solves jointly with others to stimulate innovation
- Turns ambiguous or difficult situations into opportunities

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