

Job description – Deputy Mayor for Environment and Energy

Reports to: The Mayor's Chief of Staff

Job purpose

1. To lead policy advice and policy direction to, and on behalf of, the Mayor in relation to environment and energy, Smart Cities and the co-ordination of utility provision through the Infrastructure Delivery Board in London's Opportunity Areas.
2. To work with Deputy Mayors, Mayoral Advisors, GLA Directorates and across the GLA Group and co-ordinate the implementation of the Mayor's environmental and energy priorities, smart cities and utility provision in London's Opportunity Areas.
3. To develop and maintain effective partnerships with a wide range of specialist stakeholders from the commercial, public and third sectors in London and beyond to ensure a fully inclusive approach to the development and implementation of the Mayor's environment and energy strategies and policies.
4. To take Mayoral Decisions on environment, energy and smart cities issues in accordance with the GLA scheme of delegation.

Principle Accountabilities

1. To provide the highest level of strategic policy advice to the Mayor on environment, energy, smart cities and the co-ordination of utility provision.
2. To represent the Mayor on the London Waste and Recycling Authority. To represent the Mayor on the C40 Climate Leadership Group Steering Committee and Management Board for as long as London holds the latter position. To be a member of the GLA's Investment and Performance Board. To be a member of the London Green Fund's Investment Committee. To represent the Greater London Authority on the Old Oak Common and Park Royal Development Corporation Board.
3. To lead the work on the Mayor's Environment Strategy, ensuring that the GLA's functional bodies are working to deliver the Mayor's environment, energy and smart city policies in particular in relation to waste management, carbon emissions reduction, delivering improvements in air quality, decentralised energy, protection and creation of green space, water efficiency and making London more resilient in the face of increasingly extreme weather.
4. To lead the work to ensure that London makes the most of the economic opportunities in the low carbon, environment services and smart cities technology sector.
5. To work with deputy mayors, advisors and directors to ensure the Mayor's environment, energy and smart cities policies and strategies are fully considered in the development of other strategies and policies.
6. Where appropriate, analysing, reviewing and influencing the strategies of central Government, London boroughs, utilities companies, regulators, the third sector and international bodies to maximise the impact of the Mayor's environment, energy and smart cities policies.

7. To represent the Mayor in liaising and negotiating with key stakeholders in the environment, energy and smart cities sectors, including the GLA's functional bodies, central Government, London boroughs, utility companies, the third sector and international bodies.
8. To represent and speak on behalf of the Mayor and the GLA in the press and national and international forums.
9. To chair the High-Level Working Group addressing potential under-capacity in London's electricity distribution network.
10. To chair London Hydrogen to drive the deployment of hydrogen fuel cell technologies in the transport and stationary sectors.
11. To lead on the development and presentation of the Mayor's environment, energy and smart cities strategies and policies.
12. Assist with Mayoral speech-writing and preparation.
13. Realise the benefits and London's diversity by promoting and enabling equality of opportunities, and promoting the diverse needs of and aspirations of London's communities.

Person Specification

1. Extensive experience of policy development at a strategic level, within a local authority, government department or agency and/or multifunctional organisation.
2. Knowledge and understanding of environment and energy issues and the wider sustainability agenda.
3. Strong strategic skills, with an ability to propose and evaluate strategic options and to lead the policy debate in the environment and energy sectors. Well-developed analytical and problem-solving skills and ability to devise creative solutions to complex problems and issues.
4. Knowledge and understanding of, and commitment to, best practice in equal opportunities in employment and service delivery.
5. Knowledge and significant experience of operating in a complex political environment together with consultation and negotiation skills in order to seek to change opinion and influence political and other stakeholders.
6. A successful track record of giving high level professional advice on complex or sensitive issues at a senior level, and/or to politicians and effectively communicating through clear and persuasive oral, written and personal presentations to a range of different audiences.

7. Exceptional influencing and communications skills, with the ability to coalesce different constituencies around an agenda and to represent the Mayor and GLA's vision compellingly in public.
8. Ability to engender maximum trust and confidence of the Mayor through the highest level of personal and professional integrity.
9. An overwhelming commitment, passion and enthusiasm for the role and the tenacity to see through a challenging programme of strategic interventions to improve London's environment and quality of life and secure London's energy future.

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

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**