

Job description

Job title: Assistant Director, Economic and Business Policy

Grade: 15 **Post number:** 001569

Directorate: Development, Enterprise and Environment

Unit: Economic and Business Policy

Job purpose

To lead and manage the Economic and Business Policy Unit responsible for policy and strategy relating to the Mayor's economic and business priorities and for managing key stakeholder relationships

Principal accountabilities

1. Lead, manage and motivate a team of staff making up the Economic and Business Policy Unit to drive policy development and project delivery of the Mayor's economic policies, strategies and priorities within the GLA, across the GLA group, and through partner organisations
2. Provide the main GLA interface with the GLA Group and LSEB, acting as 'intelligent client' for the GLA on the Mayor's behalf; including leading on appointments for board members.
3. Provide the main GLA interface with the private sector, influencing them to contribute to the delivery of Mayoral priorities, and communicating their views to the Mayor
4. Be the GLA lead on economic and business policy and delivery including the Mayor's response to the economic recession, skills and employment, worklessness and welfare to work, business competitiveness and high level skills, and the case for investment in London
5. Lead review and development of the Mayor's statutory economic development strategy and ensure appropriate integration of LDA contributions. Ensure the economic content of other Mayoral strategies and plans is coherent with the Mayor's economic priorities.
6. Develop and maintain effective relationships with senior representatives of Functional Bodies in ways which support shared working and delivery of the Mayor's priorities. Lead policy development and delivery for cross GLA group Mayoral priorities on the London Living Wage, Responsible Procurement, and skills and employment outcomes.
7. Manage relationships with the Mayor's Policy Director and other relevant members of the Mayor's team
8. Manage relationships with a wide range of external stakeholders with interests in the Mayor's economic and business policies, including national, regional and local government, delivery bodies, NGOs, and other key opinion formers to ensure effective representation and promotion of Mayoral priorities.

9. Provide written and oral briefings, high level policy advice, reports etc for the Mayor and Mayor's Office; and respond to information requests from the Assembly, others in the GLA and GLA group, government departments, London based and national organisations etc as required.
10. Contribute to the strategic management of the GLA as a member of the Executive Director's senior management team; by ensuring effective policy integration and day to day linkages between the Unit and other relevant GLA Units; by formulating Unit and staff objectives and targets; and by delivering the Unit's Strategic Plan priorities and targets.
11. Support the Executive Director in her role as Director, Environment, Enterprise and Environment, representing her or deputising for her as required
12. Manage staff in accordance with the GLA's policies and Code of ethics and standards
13. Promote and enable equality of opportunity, and promote the diverse needs and aspirations of London's communities.

Dimensions

Accountable to: Executive Director, Development, Enterprise and Environment

Accountable for: Staff in the Economic and Business Policy Unit.
Direct line management responsibility for 3 x Senior Manager (Grade 13), 1 x Senior Manager (Grade 12), PA (Grade 5).
Leading Mayoral oversight of the work of the Director of the London Skills and Employment Board

Person specification

Technical requirements/experience/qualifications

1. Substantial and successful senior management experience of influencing strategic direction and providing policy support and advice in a complex political or business organisation. Able to translate broad political direction into concrete policies and to ensure delivery.
2. Excellent knowledge of economic and business issues affecting London and the UK, and ability to relate these to the Mayor's agenda, Evidence of substantial economic skills and expertise, and broad policy knowledge supporting the effective integration of Mayor's economic and business priorities across all policy areas
3. Significant experience of managing complex and politically sensitive multi-agency projects. Alternatively, similar breadth of experience in a complex business environment.
4. Demonstrable experience of change management
5. Sound understanding of and experience of resource and budget management, including budget formulation, financial monitoring and demonstrable evidence of corporate management of resources to achieve best value for money.

6. 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

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 compel 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
- Realigns GLA objectives to respond to changing external and internal agendas
- Uses feedback from all sectors as a performance measure for GLA work

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 complex 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

Responsible use of resources

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

Level 4 indicators of effective performance

- Explores different options for funding and income generation
- Sets budgets, understanding current costs and challenging teams to deliver greater efficiency
- Monitors resource allocation across the organisation, ensuring the GLA works within budget and resources
- Ensures the GLA procures and uses resources fairly and responsibly and with regard for environmental efficiencies
- Leads initiatives to identify and deliver efficiencies across the GLA Group and through partnership working

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.

