

Job Description

Job title:	Assistant Director - Environment	
Grade:	14	Post number: 002463
Directorate:	Development, Enterprise and Environment	
Unit:	Environment	

Job purpose

1. To lead and manage the Environment Unit
 - To ensure the performance and efficiency of the Unit is continuously improved to meet the GLA strategic objectives.
 - To contribute to the development of the overall vision and strategic objectives for the unit
2. To undertake duties to assist and support the Executive Director – Development, Enterprise and Environment representing the Greater London Authority at a senior level, as required.

Principal accountabilities

1. Lead and manage a unit of professional experts responsible for developing and implementing the Mayor's environmental strategies and policies, in accordance with GLA strategic objectives.
2. Act as the representative of the GLA, including attendance at committees and meetings, both internally and externally.
3. Establish, develop and maintain strong relationships with senior representatives of functional bodies, government departments, external partners and other agencies in a manner that ensures mutual confidence and trust, and builds avenues for shared working and synergy between policies and programmes.
4. Lead and advise on strategies for policy improvements, team development and the achievement of Greater London Authority strategic and department objectives.
5. Ensure effective performance management arrangements are in place to achieve strategies and objectives for the Unit, translating strategic aims into practical and achievable plans and ensuring compliance with the corporate management framework. This will include evaluation of performance targets and ensuring processes and procedures are adhered to.
6. As a senior manager to actively contribute to the corporate management of the GLA by participating in GLA-wide developments and initiatives in pursuit of GLA aims and objectives.
7. Provide advice and support to the Deputy Mayors, Mayoral Advisers, senior managers and Assembly Members on matters within the area of responsibility.

8. Ensure the Greater London Authority's strategies and current and emerging agendas relating to the work of the Authority are considered in the context of the unit.
9. Manage the budget for the Environment Unit to deliver quality projects and programmes, ensuring appropriate monitoring to avoid overspends.
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 job, and participating in multi-disciplinary, cross-department and cross-organisational groups and project teams

Dimensions

Accountable to: Executive Director – Development, Enterprise and Environment

Accountable for: Resources and staff allocated to the post.

Person specification

1. Technical requirements/experience/qualifications

1. A strong background in policy development work with extensive experience of and/or environmental policy development and implementation.
2. Successful experience of providing professional advice on and/or environment issues to senior staff and politicians, and experience of building trust and confidence with elected members (or similar office holders) within a democratic process.
3. Sound understanding of and experience of financial management across multi disciplinary functions, including budget formulation, financial monitoring and demonstrable evidence of corporate management of resources to achieve best value for money.

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

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 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

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

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

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