

Job Description

Job title:	Assistant Director – Planning	
Grade:	15	Post number: 001523
Directorate:	Development, Enterprise and Environment	
Unit:	Planning	

Job purpose

1. To lead and manage the Planning Unit
 - To ensure the performance and efficiency of the Unit is continuously improved to meet the GLA strategic objectives
 - To play a lead role in the development of the overall vision and strategic objectives for the unit
 - To ensure the Greater London Authority is able to meet statutory and professional requirements.
 - To ensure synergy of work and a flexible staffing resource to deliver planning strategies and work programmes.
2. To undertake duties to assist and support the Executive Director – Development and Environment, deputising where appropriate and representing the Greater London Authority at a senior level.

Principal accountabilities

1. Lead and manage a unit of professional experts responsible for developing and implementing the Mayor's/GLA's planning functions, strategies and policies, in accordance with GLA strategic objectives. Provide a link between the team and the Executive Director – Development and Environment, ensuring effective communication of objectives and work programmes.
2. Act as the representative of the Director of Development and Environment, including attendance at committees and meetings and in their absence take responsibility and be accountable for decisions on all matters relating to the work of the whole department.
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 corporate and department objectives.

5. Ensure effective performance management arrangements are in place to achieve strategies and objectives, translating strategic aims into practical and achievable plans.
6. As a senior manager to actively contribute to the corporate management of the Authority by participating in Authority-wide developments and initiatives in pursuit of GLA aims and objectives.
7. Actively consider and apply new and innovative ways of delivering objectives that recognises and promotes positive benefits of change to achieve organisational aims and objectives.
8. Provide advice and support to the Mayor, Chief Executive, Deputy Mayors, Mayoral Advisers, senior managers and Assembly Members on matters within the post holder's area of responsibility.
9. Ensure the planning unit's compliance with the corporate performance management framework. This will include evaluation of performance targets and ensuring processes and procedures are adhered to.
10. 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 planning unit.
11. To manage the budget for the planning unit to deliver quality projects and programmes, ensuring appropriate monitoring to avoid overspends.
12. 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
13. 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.

Key contacts: The Mayor, Assembly Members, senior managers of the Authority and functional bodies, central government, statutory agencies, universities and research institutes, and voluntary bodies.

Person Specification

Technical requirements/experience/qualifications

1. A strong background in planning with extensive experience of programme/project development and implementation.

2. Successful experience of providing professional advice on planning 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. Evidence of success in leading on the development of strategies, policies and significant projects with and for implementation by others, translating them into effective practical operation and reviewing and evaluating their effectiveness.
4. 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.

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

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

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

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

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

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