

Job Description

Job Title: Deputy Mayor for Planning, Regeneration and Skills

Directorate: The Mayor's Office

Reports to: Mayor's Chief of Staff

Job Purpose

1. Provide high level advice and guidance to the Mayor on strategic planning issues for London; and provide advice on statutory and non-statutory planning proposals in support of the exercise of the Mayor's planning responsibilities.
2. To provide policy and strategic advice to the Mayor on regeneration and growth, ensuring effective implementation of the Mayor's priorities, programmes and policies.
3. Act as the interface between the Mayor and the Mayoral Development Corporations.
4. To provide high level advice to the Mayor in relation to the development of Skills for Londoners, the devolution of the skills system, working closely with stakeholders (including the LEP), boroughs and sub regions.

Principal accountabilities

1. Advise the Mayor on strategic planning issues. Provide overall advice on planning applications referred to the Mayor. Manage the planning decisions process and weekly Mayoral meetings. Have overall oversight of the planning policy development process.
2. Manage the dialogue with developers around applications and pre-application discussions.
3. Ensure other Mayoral advisors are fully involved in planning matters as set out in their job descriptions.
4. Lead the GLA's involvement in governance around key sites and major infrastructure issues.
5. Provide high level advice and guidance to the Mayor on the development and implementation of regeneration strategies and programmes. Oversight of GLA regeneration programmes, including High Streets, Design, Croydon and Tottenham, and other key geographical partnerships.
6. Oversight of the London/Greater South East planning co-ordination and development work.
7. Establish and lead Skills for Londoners. Lead on the devolution of skills to London Champion the FE sector and ensure it meets the needs of London businesses

8. Liaise with the GLA's Head of Paid Service and Executive Directors to ensure the delivery of the Mayor's priorities.
9. Engage with key contacts around London including, boroughs, the private sector, not for profit sectors, stakeholder groups and the wider GLA Group in support of fulfilling the job purpose.
10. 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.

It should be noted that this list of principal accountabilities is not necessarily a complete statement of the final duties of the posts. It is intended to give an overall view of the positions and should be taken as guidance only.

Key relationships

Accountable to:	The Mayor's Chief of Staff
Principal contacts:	Head of Paid Service, Executive Directors, Senior Managers, the Mayor, Mayoral appointees

Person specification

1. Extensive experience at senior management level, within a local authority, government department or agency and/or large, multifunctional organisation with comparable scope, responsibilities, budget and resources.
2. Significant experience of successful and extensive implementation of change, at a senior and corporate level, with a proven track record of executing large scale change management processes.
3. An understanding of devolved government and experience of successfully working with elected politicians or high-profile individuals in a comparable high-pressure organisation. Ability to work in a complex political organisation, and proven ability to influence senior staff and politicians, with different and competing agendas.
4. Evidence of strong interpersonal, verbal and written communication skills. Advanced influencing and negotiating skills, developed at a senior level in a complex organisation, with a proven ability to secure agreement in difficult negotiations.

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 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

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.