

Job Description

Job Title: Deputy Mayor for Social Integration, Social Mobility, Community Engagement

Directorate: The Mayor's Office

Grade: Spot

Reports to: Mayor's Chief of Staff

Job Purpose

1. To increase the level of social integration and participation in public life in London, making the city a global exemplar of how people from different backgrounds live truly interconnected lives
2. To promote active citizenship and participation through new and innovative engagement tools and practices
3. To promote and enable equality and diversity across London.

Principal Accountabilities

1. To lead for the Mayor's agenda on social integration: ensuring Londoners of different genders, ethnicities, faiths, cultures, ages, sexuality and socio-economic backgrounds and regardless of any disability don't just live side-by-side in the most diverse and tolerant city in the world, but live truly interconnected lives – meaningfully interacting with one another as neighbours, citizens and friends
2. Directly and through working with all Mayoral appointees, to ensure social integration is central to all the GLA family's activities, programmes and initiatives and fully embedded in the work of the GLA and all functional bodies
3. To ensure that the GLA and its functional bodies engages effectively with all London's communities to promote and enable equality and diversity across London
4. To lead the promotion of active citizenship across London, including volunteering, mentoring, democratic engagement with City Hall and the integration of new Londoners as citizens
5. To co-ordinate the Mayor's response to the Government's social policy agenda and the impact this has on social integration in London
6. To work with the Mayor's Fund for London, enabling them to be as effective as possible in meeting the Mayor's goals to provide skills and employment opportunities for young Londoners
7. Working with GLA staff and external partners (international and domestic), develop an evidence base to demonstrate the economic and social value of greater integration

8. To provide high-level strategic advice to the Mayor on issues related to the job purpose, and represent him as appropriate to key stakeholders and partners
9. To provide leadership and co-ordination to the work of GLA teams responsible for policy, engagement and delivery for the accountabilities set out in this job description
10. To work with UK and international partners on common issues related to the job purpose, including those that cut across international borders.
11. 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.
12. Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this post.

Key relationships

Accountable to: The Mayor's Chief of Staff

Accountable for: Resources allocated to the job

Principal contacts: Head of Paid Service, Executive Directors, Senior Managers, the Mayor, Mayoral appointees, central government, statutory agencies.

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

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