

Job Description

Job title:	Executive Director, Secretariat	
Grade:	Spot	Post number: 00000433
Directorate:	Secretariat	
Unit:	Director & Business Support	

Job purpose

1. As a member of the GLA's corporate management team, to assume responsibility, under the overall direction of the Chief Executive, for the strategic management of the GLA's activities.
2. Manage the Secretariat effectively, taking overall responsibility for the provision of policy advice, the implementation of policy decisions and the development and management of all services and activities within the Secretariat's allotted area of accountability.

Principal accountabilities

1. Contribute, through membership of the management team, to the initiation and formulation of corporate and strategic approaches to ensure a framework for the achievement of the GLA's objectives.
2. Play a leading role in the development and maintenance of effective corporate policy development and corporate management, ensuring a corporate approach to all the GLA's functions and activities.
3. 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.
4. Keep abreast of major plans and service issues across the full range of the GLA's interest.
5. Implement effectively the GLA's programmes and policies within Secretariat.
6. Set management objectives and allocate resources in order to meet agreed policies on time and to budget.
7. Lead the Directorate Management Team so as to co-ordinate advice on the forward planning of objectives and services to secure a community-oriented and integrated approach.
8. Monitor continually the provision of services and implement, or make recommendations for, appropriate changes required in the interests of effective management.
9. Develop the people, organisation, structures and management systems to facilitate effective service provision.

10. Establish and maintain good internal and external relations – with London's communities, staff, colleagues, the Mayor and Members.
11. Develop and maintain a knowledge of the needs of the local communities.
12. Act as 'champion' of any corporate initiatives assigned as a personal responsibility.
13. Represent the GLA when required.
14. Manage staff and resources in allocated to the job in accordance with the Authority's policies and Code of Ethics and Standards
15. 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

Key contacts

Accountable to: Chief Executive

Accountable for: Directorate Heads of Office, Executive Assistant, resources allocated to the post

Principal contacts: London Assembly Members, the Mayor, Executive Directors and senior managers in the GLA, GLA Group and external organisations

Person specification

Technical requirements/experience/qualifications

1. Extensive experience and proven track record 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. Clear achievement in promoting equality of opportunity.
3. Understanding of financial management including budget formulation and financial monitoring.

Behavioural competencies

Building & 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 & 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 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

Managing & 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

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

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 & 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.

Structure chart

Structure chart to be included. Available from HR.