

Job Description

Job title: Head of Area

Grade: 14 **Post Number:** 002229, 002230, 002270

Directorate: Housing and Land

Job purpose

Lead the development and implementation of the Mayor's Housing Strategy and business plan for London. Successfully work with local partners, registered providers and others to meet their housing and regeneration objectives and drive the delivery of Borough Investment Plans within the context of the Mayor's London Housing Strategy. Provide support to the Executive Director in delivering GLA's corporate objectives.

Principal accountabilities

1. Lead the development and delivery of Borough Investment Plans; the Mayor's London Housing Strategy and the HCA London Board's decisions.
2. Provide pro-active support to partners to ensure the delivery of affordable homes, decent homes and regeneration, securing public and private sector investment.
3. Develop and maintain effective relationships with local authority partners and support communities in meeting their housing and regeneration aspirations using innovative and locally driven solutions.
4. Lead, develop and maintain effective business relationships with delivery partners, ensuring the effective management and deployment of their expertise and resources to achieve local priorities and targets.
5. Ensure the effective use of GLA and other public land assets to optimise the Authority's business objectives and local community benefit.
6. To identify and support development opportunities with community and local authority partners in collaboration with public and private investor partners and institutional investors.
7. Provide accurate financial and option appraisals, commercial and business acumen and innovation to partners to deliver cost effective development solutions.
8. Report monthly, and as required, to the Executive Director and the London Housing Board, on the delivery of programme and projects, the London business plan and corporate plans including Risk Management.
9. Represent the GLA at national and local partnership forums, the London Board and advocate the GLA's role in supporting economically led housing growth and regeneration.
10. Lead and develop a successful and effective team utilising the GLA leadership and management competencies.

11. Ensure that all managed assets and resources are appropriately safeguarded and utilised and risk management is embedded in all aspects of delivery and reporting.
12. Ensure that all statutory and organisational requirements for Health and Safety and Equality and Diversity are met or exceeded and appropriate risk assessments are completed.
13. Support the Executive Director in the development and delivery of organisational change.
14. Lead and demonstrate the GLA core values and play a full role within the senior management team.
15. 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
16. 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 Housing and Land

Accountable for: Resources allocated to the role.

Person specification

Technical requirements/experience/qualifications

1. Evidence of significant senior level experience of delivering major housing and regeneration programmes
2. High level programme and project analysis and planning skills

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

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.