

Job Description

Job title:	Head of Committee & Member Services	
Grade:	14	Post number: 000934
Directorate:	Secretariat	
Unit:	Committee & Member Services	

Job purpose

1. Provision of high quality support to the London Assembly, including support for members in their role as Assembly Members; ensuring the Authority's decision making and democratic processes operate efficiently and effectively; and that Assembly business is conducted within agreed policy and statutory requirements.

Principal accountabilities

1. Provide advice and support to the London Assembly, Assembly Committees and the Assembly's party political groups on democratic processes.
2. Ensure the GLA's decision-making process operates in an efficient and effective manner to support the democratic process and to meet the GLA's policy and statutory requirements.
3. Manage the provision of expert legal advice to the Assembly, its committees, sub-committees and working groups, the Chair of the Assembly, Chairs of committees, individual Assembly members, senior managers and staff on public law and the functions of the Assembly.
4. Build and maintain effective liaison with and between the party political groups, Committee Chairs, GLA Directorates, the functional bodies and the London Transport Users' Committee.
5. Develop, implement and manage the Authority's governance framework, including standing orders and scheme of delegations, as it relates to the Assembly.
6. Establish systems and procedures to ensure the provision and publication of accurate committee agendas, minutes, decision sheets and related information sources.
7. Monitor and manage allocated budgets.
8. Contribute to the management of the directorate and, where appropriate, the GLA.
9. 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.
10. Manage staff and resources in allocated to the job in accordance with the Authority's policies and Code of Ethics and Standards.
11. 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:	Executive Director - Secretariat
Accountable for:	Senior Legal Adviser - Assembly, Heads of Office, support staff in the BNP Group, resources allocated to the post
Principal contacts:	London Assembly Members, the Mayor, senior managers in the GLA, GLA Group and external organisations

Person specification

Technical requirements/experience/qualifications

1. Experience of providing democratic services at a senior level in a high profile political organisation.
2. Substantial knowledge and understanding of current legislation and developments relating to governance, probity and standards issues in local government.

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

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

Planning & 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

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.