

Job Description

Job title:	Head of Scrutiny & Investigations	
Grade:	15	Post number: 00000967
Directorate:	Secretariat	
Unit:	Scrutiny & Investigations	

Job purpose

1. Lead and co-ordinate an effective Member-led scrutiny and investigation process, through the development of the work of the scrutiny committees, and initiate new methods of review and investigation.
2. Develop and manage a comprehensive and co-ordinated programme of scrutiny and investigation to:
 - influence the development of the Mayor's strategies;
 - monitor and review performance and service delivery of the Greater London Authority and Functional Bodies; and
 - promote the well-being of London.
3. Ensure best performance from the Scrutiny function, enabling value for money from the Assembly budget and commissioning quality consultancy to assist in effective scrutiny.
4. Develop, promote, maintain and review systems to support and enable an effective Member-led scrutiny process.

Principal accountabilities

1. Build and manage relationships with the Assembly, and staff of the Authority and external organisations, to ensure effective delivery of the scrutiny and investigation processes.
2. Develop a scrutiny and investigation framework and supporting protocols to facilitate effective review of the complex and wide-ranging functions of the Authority and its Functional Bodies.
3. Develop, in collaboration with Members, an annual work programme for scrutiny and investigation processes in line with the Authority's priorities.
4. Monitor and progress the outcomes of the scrutiny and investigation process, ensuring appropriate action is taken in line with the decisions of the Assembly.
5. Manage and co-ordinate the development of briefs for, and ensure effective project-management of, all scrutinies and investigations.
6. Develop and maintain a project management framework within which staff will operate.
7. Apply innovative and creative management to secure the most effective and visionary outcomes.

8. Provide advice, guidance and support to Assembly Members, senior managers of the Authority and the Functional Bodies on scrutiny and investigation processes.
9. Work collaboratively with external agencies, including London boroughs, business and voluntary organisations, to support the scrutiny process.
10. Contribute to the management of the Secretariat function, making a major contribution to the on-going development and improvement of the service.
11. Plan, manage and control effectively the allocated budget for commissioning scrutiny investigations and research.
12. Secure value for money from the Scrutiny staff and resources of the scrutiny and investigation function, co-ordinating the work programme through managing performance in accordance with the Authority's policies and code of ethics and standards.
13. 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.
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:	Executive Director - Secretariat
Accountable for:	15 staff & resources allocated to the job
Principal contacts:	Assembly Members, the Mayor, senior managers of the Authority and Functional Bodies, local and central government, other public sector organisations, business & voluntary sector organisations and representatives of the diverse Greater London community

Person specification

Technical requirements/experience/qualifications

1. Proven track record of successfully developing a framework for the performance of a Scrutiny/ Investigation function or equivalent within a comparable setting.
2. Substantial knowledge and understanding of current legislation and developments relating to governance, modernisation and scrutiny, ethics, probity and standards issues in local government.

Behavioural competencies

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 & 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

Research & analysis

... is gathering intelligence (information, opinion and data) from varied sources, making sense of it, testing its validity and drawing conclusions that can lead to practical benefits.

Level 4 indicators of effective performance

- Exchanges ideas and knowledge with partners, subject-matter experts, and senior stakeholders to foster new research agendas and derive insights for the GLA
- Takes accountability for the quality of intelligence that research and new policy are based upon
- Encourages new and innovative insights from analysis

- Evaluates the feasibility and cost effectiveness of research proposals, stringently assessing whether the research will add real value
- Encourages research with a highly practical focus and maximum impact for Londoners

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.