

Job Description

Job title:	Head of Transport	
Grade:	13	Post number: 000816
Directorate:	Development, Enterprise & Environment	
Unit:	Transport	

Job purpose

- 1 Work with the Executive Director to lead on the development of the Mayor's policies relating to transport in conjunction with the Mayor's Office, TfL and other partner agencies.

Principal accountabilities

1. Manage the development of policies and projects over a range of major transport issues.
2. Manage a team of professionals and ensure team work programmes are established, monitored and delivered.
3. Co-ordinate the necessary specialist inputs to support development and presentation of the Mayor's transport related policies and priority projects.
4. Provide high level policy advice to the Mayor and his office on transport related matters, including oversight of transport inputs to all Mayoral strategies.
5. Build, manage and maintain working relationships between TfL and GLA to ensure these are productive including development of appropriate communication mechanisms.
6. Establish working relationships with units across the GLA, to ensure necessary input from communications, legal, media and other specialist areas to develop and present the Mayor's transport policy and priority projects.
7. Develop and implement systems and processes to set, monitor and evaluate project objectives for the Transport Team, and ensure appropriate action in line with the decisions of the Mayor.
8. Develop and implement mechanisms for ensuring appropriate consultation with key stakeholders including London's diverse communities.
9. Prepare and co-ordinate written and oral briefings, high level advice and reports for the Mayor and senior managers.
10. To assist the Mayor in responding to the Assembly's scrutiny function with respect to the Mayor's transport policies.

11. Provide appropriate research and analysis findings to inform the Mayor and his office on key transport issues.
12. Contribute to the development of the Directorate and Authority business plan.
13. Lead on the preparation of an annual report for the Authority to identify the achievements of the Transport Unit working against planned objectives, and set out new objectives for next year.
14. Realise the benefits of London's diversity by promoting and enabling equality of opportunity, and promoting the diverse needs and aspirations of London's communities.

Key relationships

- Accountable to: Executive Director – Development, Enterprise and Environment
- Accountable for: Staff and resources allocated to the role
- Principal contacts: The Mayor's Office, senior managers of the Authority, senior TfL officers.

Person Specification

1. Technical requirements/experience/qualifications

- 1 Successful track record of addressing and taking a lead role on transport policy and strategy development.
- 2 Substantial knowledge of transport issues in London.
- 3 Evidence of success in project management.

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.