

JOB DESCRIPTION

Job title: Assistant Director, Communities and Social Policy

Grade: 14

Directorate: Communities & Intelligence

Job purpose

To lead and manage the Communities and Social Policy Unit responsible for the development and implementation of policy and strategy relating to the Mayor's priorities on social integration, social mobility and community engagement.

Manage key alliances and stakeholder relationships on behalf of the Deputy Mayor for Social Integration, Social Mobility and Community Engagement.

Principal accountabilities

1. Lead, manage and motivate a team of staff within the Social Integration, Social Mobility and Community Engagement teams to design programmes of work and drive policy development and delivery of the Mayoral priorities within these areas.
2. Lead the implementation of the Mayor's new community engagement strategy and the Mayor's Diversity Strategy, ensuring delivery of objectives across the GLA.
3. Lead on the co-ordination of the Mayor's response to the Government's social policy agenda and the impact this has on social integration in London
4. Develop and manage relationships and alliances across the GLA Group and with a wide range of external stakeholders, and those with interests in the policy areas, including national, regional and local government, delivery bodies, NGOs, and other key opinion formers to ensure effective representation and delivery of Mayoral priorities.
5. Provide high level advice and support across the Unit's responsibilities for the Mayor and the Mayor's Office, Head of Paid Service, Directors and others as required. Respond to information requests from the Assembly.
6. Manage and monitor the Unit's budgets efficiently and effectively and oversee the management of contracts with external suppliers.
7. Actively contribute to the strategic and corporate management of the GLA by participating in Authority wide activities and initiatives involving senior managers and as a member of the Executive Director's Directorate Management Team.
8. Ensure effective management of the Unit by formulating clear Unit and staff objectives and targets, sound performance management and monitoring arrangements and by delivering the Units Strategic Plan, policies and targets. Ensure effective policy integration and day to day linkages between the Unit and other relevant GLA units.

9. Support the Executive Director in his role as Director, Communities and Intelligence, representing him or deputising for him as required.
10. Manage staff in accordance with the GLA's policies and Code of ethics and standards.
11. Promote and enable equality of opportunities, and promote the diverse needs and aspirations of London's communities

Dimensions

accountable to: Executive Director, Communities & Intelligence

accountable for: Staff in the Social Integration, Social Mobility and Community Engagement Team

Person specification

1. Technical skills, experience and qualifications

- Senior management experience leading a multi-disciplinary team providing analysis and advice across a range of policy issues in a complex political environment.
- Track record of delivery in managing complex and politically sensitive multi-agency projects or alternatively, similar breadth of experience in a complex business environment.
- Evidence of operating effectively as part of a wider management structure involving other senior managers to achieve corporate and directorate objectives and targets and to manage conflicting priorities.
- Sound awareness, knowledge and understanding of the current issues within London in the context of social integration and community engagement
- Familiarity with financial management principles, including budget formulation and financial monitoring

2. Behavioural competencies

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

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 & 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

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

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

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