

## **Job Description**

**Job title:** **Mayoral Director, Political and Public Affairs**

**Grade:** **15**

**Directorate:** **Mayor's Office**

**Unit:** **Private Office**

## **Job Purpose**

- To advise and lead on the Mayor's relationships with the central and local government
- To work with the Government Relations team to ensure effective engagement between the Mayor's office and central and local government, relevant government departments, and London Councils in order to deliver the Mayor's agenda.
- Lead on the Mayor's Office relationship with the London Assembly, building relationship with Assembly Members.
- To ensure the Mayor's public communications align with his strategic objectives.

## **Principal Accountabilities**

1. Ensure that the GLA develops and maintains effective and proactive relationships with all London Boroughs, Corporation of London and associated bodies & organisations.
2. Develop and build good relationships with key contacts in London including:
  - Ministers
  - Senior Government officials
  - Borough Leaders, Councillors, Borough Chief Executives
  - Trade Unions and other stakeholders
  - Assembly Members
3. Build and maintain effective relationships with members of the London Assembly.
4. Develop and establish an effective relationship with the Cabinet, Shadow Cabinet and London MPs and implement mechanisms for ensuring full consultation and communication with all levels of government to deliver the Mayor's agenda.
5. Lead the development of effective working relationships with existing and potential partners, London borough councils, government departments, and private sector organisations.
6. To plan and manage the Mayor's communications grid and work with the Director for Communications to deliver the Mayor's strategic interventions.

7. Develop positive working relationships and effective engagement with the European Parliament, the European Commission, and European leaders to support the Mayor's priorities.
8. 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.

## **Dimensions**

**Accountable to:** Chief of Staff

**Accountable for:** The staff and resources assigned to the role.

## **Person Specification**

### **Technical requirements/qualifications/experience**

1. Thorough knowledge and understanding of central regional and local government. Substantial knowledge and understanding of issues relating to the development and maintenance of links and relationships with London Boroughs.
2. In depth experience of working in the private sector and/or public sector at most senior levels and in achieving results
3. An understanding of how the GLA's wish to take a strategic lead in combating discrimination and promoting equality of opportunity throughout London can be enhanced and supported by this role
4. Experience of liaising with government ministers and departments and influencing outcomes
5. A high level of analytical and constructive thinking to cope with the varied and challenging situations required by the role
6. Written and verbal skills appropriate to communicate with a wide range of audiences and in the context of a complex political organisation
7. Ability to establish positive relationships with elected Members which generate confidence and respect

## **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

### **Communicating and 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

### **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

### **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**

Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work