Job Title: Associate Director

Works under the direction of: Strategy Director

Collaborates with: London Councils staff; London borough Leaders; Officers in London boroughs, the Mayor's office and the wider GLA family; National and London wide bodies in the public, private and voluntary sectors; Civil servants and government advisers

Job Grade: Band E/F

Job Summary

To lead London Councils' work in relation to London local government policy outcomes and priorities as identified by Leaders' Committee and London Councils. Work with a wide range of stakeholders across London local government, central government, the Mayor and GLA, press and media, as well as researchers and consultants to deliver London local government improvement and drive policy solutions in line with Leaders' Committee and London Councils' priorities and outcome goals.

Matrix Working

This role operates within a matrix working structure, collaborating across functional and project-based teams to achieve shared goals and deliver results that align with our Shared Ambitions for London and Londoners.

The role involves leading resources to deliver priorities by coordinating across functions and project teams. The role will also be expected to be responsible for providing people management support, including performance development, team engagement, and well-being to a number of project & policy officer related posts. People management resources will rotate approximately every 12 months.

Responsibilities

Policy Development and Delivery:

- Develop and sustain expertise in relevant policy fields and anticipate service and policy developments, facilitating London Councils' role as an influential leader in city and national public policy debate, and in the development of devolved collaborative services; especially with Government, Parliament and the GLA.

- Identify and develop new policy or services and outcomes with partners/ stakeholders that deliver London local government improvements.

- Provide guidance and support in translating policy goals into actionable plans.

 At Band F level

- Provide expert advice and innovative/creative ideas that enhance policy and develop actionable plans that enable policy goals/outcomes to be achieved.

- Identify, develop, launch and project manage ventures that deliver new services or outcomes for London local government.

Knowledge management and compliance:

- Promote the timely sharing of knowledge and intelligence internally and externally, and enable open and effective sharing of information across the organisation.

- Ensure policies comply with relevant laws, regulations, and local governance procedures.

Stakeholder Engagement:

- Foster and maintain trusted relationships with London borough Leaders and London Councils Executive members leading on different policy areas

- Represent London Councils and London local government with a range of audiences. Develop and sustain positive relationships with stakeholders (including government, opinion formers and other key contacts) to advance policies and positions, and ensure the needs of London boroughs are represented.

- Cultivate positive relationships and collaborate with stakeholders to gain support for policy objectives and project outcomes.

<u>At Band F level</u>

- Advising organisations on high level complex matters with authority to commit organisations to a course of action involving a substantial impact on resources. It is expected that the expert guidance would be accepted and only overruled as a result of a change in policies.

Project Management:

- Work with partners and stakeholders to help determine the best plans and projects for implementing London local government policies and initiatives.

- Develop project plans, timelines, and budgets, and coordinate project activities with internal teams and external partners, including oversight of project resources as necessary.

- Make decisions as needed to ensure delivery of project plans and make recommendations for policy or process changes if that is needed to ensure delivery of project plans.

<u>At Band F level</u>

- Provide oversight or management of multiple projects or a programme of work to ensure delivery of a London local government policy initiative.

Leadership and Management:

- Provide leadership and direction to staff undertaking work or projects that you have oversight of and delivery responsibility for.

- Responsible for people management and development of policy and project staff.

<u>At Band F level</u>

- Take a leading role in corporate projects outside and inside the directorate

- Deputising for Strategy Directors in their absence

Communication:

- Develop clear and concise policy documents, briefings, reports, and communication materials for various stakeholders, including senior management and elected officials.

- Communicate policy changes and updates to internal and external audiences.

Continuous Improvement:

- Manage periodic reviews of existing policies to ensure relevance and effectiveness.

Utilisation of AI:

- Develop knowledge and understanding of how AI can enhance and improve our policy and project work and utilise it and share learning with colleagues.

Skills, Experience and Competencies

- Proven experience in stakeholder engagement, public policy development, project delivery and working in a political environment.

- Strong analytical, research, and problem-solving skills.

- Excellent written and verbal communication skills, with the ability to effectively communicate complex information to diverse audiences

- Knowledge of local government structures, processes, and issues.

- Experience of commissioning research, analysis and consultancy Experience of managing project staff and resources to deliver high quality outcomes and sustainable improvements.

Band F

- Experience of leading and motivating staff to deliver high quality outcomes and sustainable improvements

- Experience of managing and developing a number of staff utilising feedback review meetings and supporting/ developing staff skills as appropriate.

Competencies/ Behaviours

- **Communication and Influencing:**

  Effectively communicating policy proposals, justifying decisions, and engaging with diverse stakeholders are crucial. This includes both oral and written communication, and the ability to persuade and influence others. Able to communicate complex and technical issues to non-technical audiences including elected members.

  Band E - Articulates the links between policy and/or business area and the achievement of strategic policy goals in simple, compelling terms for external communication purposes. Demonstrates knowledge of the purpose of the communication, the outcome sought and the potential impacts. Presents arguments well, adapts tone and style to the audience.

  Band F- Articulates the links between the policy area and strategic policy goals to teams; champions their work with relevant stakeholders and in external communications. Champions good writing and clear communication, coaches others. Quality assures communications to ensure clarity and effective consideration of the audience.

- **Working Together:**

  Collaborating with colleagues, other government agencies, and external stakeholders is essential for developing and implementing policies. This requires understanding diverse perspectives, building relationships, and working effectively in teams.

  Band E - Uses effective methods to work with colleagues and stakeholders.

  Band F - Anticipates how colleagues and stakeholders may respond in different work scenarios and effectively manage their contributions to reach a consensus way forward or win them round to the best option for the organisation/ work outcome.

- **Analysis and Problem-Solving:**

Identifying complex issues, analysing data, and developing well-informed solutions are crucial for policy development.

Band E - Can cross reference different data sources to check quality. Can select appropriate data visualisation techniques and adapting the presentation of data to specialist and non-specialist audiences. Uses data and analytics to provide insight.

Band F – Uses a variety of different data sources to assess the quality of the data; performs high-level evaluation, drawing attention to any gaps, uncertainties and risks. Understands relative merits of data visualisation techniques and uses effective approaches to convey data, including storytelling techniques. Able to use analysis and insights to influence and shape policy decisions.

- **Adaptability and Resilience:**

Being able to adapt to changing circumstances, embrace new technologies, and navigate complex political landscapes are essential.

- **Commitment to Continuous Learning:**

Staying up-to-date with policy developments, emerging issues, and best practices is crucial for long-term success. Actively seeking out opportunities for training, mentoring, and sharing knowledge.

Political Restrictions

This is a politically restricted post, under Section 2 of the Local Government and Housing Act 1989.