

## Job Description

<b>Job title:</b>	Assistant Director People and Culture
<b>Grade:</b>	15
<b>Post number:</b>	001834
<b>Directorate:</b>	Corporate Resources and Business Improvement
<b>Unit:</b>	People Team

### Job purpose

Provide leadership of the People & Culture function, shaping the GLA's workforce, culture and organisational capability to deliver the Mayoral priorities. As the organisation's senior people & culture leader, you will create the conditions for high performance, inclusion, agility and engagement across the GLA, ensuring the organisation has the leadership, culture, capacity and talent to deliver agreed programmes for Londoners, now and in the future

### Principal accountabilities

1. Lead the development and delivery of people and culture strategies that ensure the GLA has the leadership capability, organisational capacity and workforce skills, required to deliver current and future priorities, resulting in a high-performing, future-ready organisation.
2. Shape and embed a high-performance, inclusive, values-driven culture, ensuring leaders at all levels have the capability and confidence to lead change, enhance wellbeing, strengthen engagement and model the behaviours needed for organisational success.
3. Drive measurable improvements in employee engagement and the overall employee experience by overseeing organisation-wide engagement approaches and partnering with Internal Communications to ensure colleagues feel informed, valued and connected to the GLA's mission.
4. Establish robust and forward-looking approaches to talent management, succession planning and workforce planning that secure a resilient leadership pipeline, address critical skills gaps and strengthen organisational capability over the long term.
5. Lead the development and delivery of innovative equality, diversity and inclusion strategies that result in improved representation, inclusion and belonging, positioning the GLA as an exemplar employer across London and the wider public sector.
6. Oversee transparent, rigorous and well-governed processes for Mayoral Board appointments and other senior people-related decisions, maintaining public confidence, organisational integrity and effective leadership stewardship.
7. Represent the GLA as its senior people & culture leader, building strategic partnerships and strengthening alignment, collaboration and shared learning across the GLA Group to improve workforce outcomes and collective impact.
8. Provide strategic insight and challenge to senior leadership and the Corporate Management Team. On behalf of the Chief Officer and the Mayor, attend scrutiny meetings with the London Assembly, explaining workforce trends and analysis and presenting policy changes and change programmes.

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9. Ensure people & culture resources, budgets and systems are used efficiently, ethically and sustainably, delivering approaches that improve productivity, reduce duplication and generate demonstrable value for Londoners.
10. Enable the organisation to respond effectively to change by fostering adaptability, innovation and continuous improvement, ensuring the GLA remains resilient, agile and well-positioned to respond to emerging challenges and opportunities.

## Key relationships

Accountable to: Executive Director, Corporate Resources and Business Improvement

Accountable for: People Function

Principal contacts: Executive Directors, Chief Officer, Senior Leadership Team, Mayor's Office, the London Assembly, functional bodies, external organisations, Transport for London

## Person specification

Technical requirements/experience/qualifications

- Extensive senior leadership experience shaping and delivering organisation wide people, culture, and organisational development strategies in complex and high profile organisations, with a track record of driving measurable outcomes.
- Demonstrated expertise in organisational culture, leadership effectiveness, workforce planning and talent strategy, with the ability to anticipate future organisational needs and design long-term, sustainable solutions.
- Proven ability to operate confidently within political or publicly accountable environments, exercising sound judgement, strong political awareness and the ability to influence and challenge at the most senior levels.
- Significant experience leading large, multidisciplinary teams through transformation, building high levels of capability, engagement and performance whilst navigating ambiguity and change.
- A strong track record of delivering equality, diversity and inclusion outcomes that improve representation, inclusion and employee experience across all levels of the organisation.
- Expertise in employee engagement, culture change and organisational development, including the design of interventions that shift behaviours, strengthen leadership capability and embed values-driven cultures.
- Evidence of strategic partnership working, with the ability to build productive, trusted relationships across organisational boundaries and influence wider system outcomes.
- Substantial experience working in a trade unionised environment, with the ability to build trusted, constructive relationships with recognised unions, navigate complex issues, and secure outcomes that balance organisational priorities with fair and inclusive employment practices.
- Chartered Member of the CIPD (or equivalent through extensive strategic leadership experience) with a commitment to continuous professional development in the people & culture field.