

London First Job Description

Title: Programme Director, Infrastructure

Reporting to: Director, Place

Context: Our mission is to make London the best city in the world in which to do business.

London First was set up by business leaders with the belief that by harnessing business assets we can drive positive change. We operate as a business campaigning force, with over 175 members, and are uniquely placed to champion the city:

- We've done it before: back in the 1990s, London's prospects looked bleak. Business leaders came together to lead when others wouldn't;
- We've achieved a lot: over the past three decades, we've campaigned for the creation of the office of London Mayor and Transport for London, for Crossrail, for congestion charging and for expansion at Heathrow; we incubated Teach First and created the UK's largest annual jobs and careers fair for school leavers, Skills London;
- We give London's employers a powerful voice, prioritising the critical interventions needed to keep our capital competitive and connecting with allies to create solutions that help our country succeed as one.

Now, we're stepping up once again. With our members – and the millions of people they employ in the UK – we are pursuing an agenda that will keep London at the forefront of global business, working with and for the whole UK.

Scope: Permanent

Key deliverables

This post will lead on meeting the infrastructure objectives as set out in London First's (LF) business plan. It involves a combination of managing LF members, developing, communicating and campaigning on policy, working collaboratively with policy team colleagues on other areas of policy, supporting the development of events and leading on our annual infrastructure summit. This role will also involve working closely with colleagues across the business to support the wider aims of LF.

Essential Tasks

- Provide member management to a group of LF member companies primarily interested in infrastructure - for example from the utilities, telecoms, engineering, construction and related consultancy sectors: making them aware of LF's objectives, keeping them closely engaged with LF work, and offering them insight and advice. Prepare short engagement plans for each member and ensure they are delivered.
- Achieve member renewal targets and work with the business development team to help recruit new members.
- Lead on policy development, advocacy and communications of our infrastructure work to meet the objectives in the business plan.
- Maintain and build relationships with relevant stakeholders such as the GLA, boroughs, Government and agencies such as the National Infrastructure Commission, UK Infrastructure

Bank and Infrastructure and Projects Authority to influence public policy and ensure members needs are met.

- Act as a point of reference and contact for external organisations such as other business organisations, trade associations and London and central Government.
- Work closely with policy colleagues and the events team to organise a programme of events for members, including our annual infrastructure summit.
- Work closely with other parts of the business to deliver group goals and undertake other activities, as required, to provide benefits to LF members.

Specific tasks in relation to LF business plan and policy and development:

- Develop and lead on LF priorities on non-transport infrastructure, for example water, energy and waste, digital connectivity, in the context of relevant national and Mayoral infrastructure strategies and plans.
- Lead our member working group on infrastructure funding and financing.
- Lead our Gigabit Connectivity Network which brings together London's leading fibre and mobile operators, and key representatives from the GLA and London Councils to discuss topical issues.
- Lead our work on regulated utilities which includes running occasional meetings with the GLA's coordination service and supporting our regulated utility members with their price reviews.
- Work in conjunction with other policy team colleagues on cross-cutting policy issues relating to transport infrastructure, for example our emerging workstreams on London becoming a world-leader on electric vehicle (EV) infrastructure.
- Develop content and brief and prepare participants at LF's annual Infrastructure Summit.

Experience profile:

- Account management experience or 'client handling' skills/experience.
- Experience in working with public policy issues, ideally in the infrastructure sector. Some wider knowledge of associated policy areas such as utilities, regulatory policy or funding and finance would be an advantage.
- Knowledge of and interest in business, public policy and politics in London.
- IT literate - knowledge of Microsoft Office (Word, Excel & PowerPoint).
- Excellent drafting and communication skills.

Interpersonal skills:

- Influencing and relationship management.
- Generates an impression of credibility and confidence when dealing with senior representatives of major companies and external stakeholders.
- Communicates complex information clearly to intended audience - both orally and in writing.
- Identifies and nurtures external contacts who can add value to London First.
- Uses tact and diplomacy when communicating difficult messages.

Project Management:

- Able to operate largely autonomously on a number of projects
- Able to prioritise and schedule workload according to changing work demands
- Able to identify and raise issues/concerns, avoiding apportioning blame. Sees these issues through to achievement of resolution
- Work through project problems to ensure programme can continue as planned
- Exercises good judgment when dealing with problems

Individual effectiveness:

- Identifies opportunities to take on new responsibilities.
- Copes with difficult situations calmly and adapts to ensure resolution and achievement of objectives.
- Maintains high standard of work when under pressure.

Competencies:

- Analytical mind.
- Political awareness.
- Personal effectiveness – interaction with colleagues, members, team working, decision-making and propensity to identify major opportunities.
- Proactive in managing policy and member portfolios.
- Communicative and self-confident
- Results orientated – energy and initiative, achievement and business sense
- Self-motivated

London First is an equal opportunity employer. Our values support our vision of a truly inclusive, culturally and socially cohesive capital. We are committed to achieving and maintaining a workforce which represents the population from which we derive our business, in terms of age, disability, ethnicity, gender, religion and sexual orientation.