

## JOB REMIT

<b>Role</b>	Programme Manager	<b>Team</b>	
<b>Reports To</b>	Senior Policy and Commissioning Manager	<b>Directorate</b>	Criminal Justice and Commissioning Directorate
<b>Post Reference</b>		<b>Grade</b>	5
<b>Purpose of the Role</b>			
Manage delivery and support commissioning intentions within the Police & Crime Plan. Ensure the delivery of commitments on crime reduction, reducing reoffending and prevention working with communities and citizens as well community safety and criminal justice partner agencies to achieve MOPAC priorities.			
<b>Main Duties and Key Accountabilities of the jobholder</b>			
<ul style="list-style-type: none"> <li>• Ensure the DMPC can effectively hold the Commissioner of the MPS and criminal justice delivery agencies across London to account via the collation and upward reporting of effective community / local intelligence, considered policy analysis and evidence-based challenge.</li> <li>• Manage the establishment and maintenance of Safer Neighbourhood Boards in identified London Boroughs, giving local Londoners and victims a greater voice.</li> <li>• Deliver programmes of work to deliver Mayoral commitments as set out in the Police and Crime Plan.. These will include, but are not limited to: <ul style="list-style-type: none"> <li>○ Gangs and youth violence</li> <li>○ Violence against women and girls, including a pan-London domestic violence service and support for London’s four Rape Crisis Centres</li> <li>○ Building efficiency and effectiveness within the Criminal Justice system</li> <li>○ Young People services</li> <li>○ Services for Victims</li> </ul> </li> <li>• Develop and analyse key policy issues in relation to criminal justice, policing and community safety, advising the Mayor and Deputy Mayor of Policing and Crime as appropriate.</li> <li>• Develop, administer and monitor MOPAC’s commissioning arrangements to ensure that the application of MOPAC funds effectively support the delivery of the police and crime plan.</li> <li>• Help identify underperforming community safety partnerships (CSPs) and contribute to interventions to improve performance</li> <li>• Work effectively with criminal justice partners across London to achieve MOPAC priorities.</li> <li>• Manage effective custody oversight and identify areas for improvement by the MPS and MOPAC</li> <li>• Produce, publish and deliver relevant Mayoral strategies, as set out in Police and Crime Plan. Contribute to MOPAC’s oversight of critical community issues, e.g. stop and search and hate crime</li> <li>• Support matrix management arrangements in area based teams working to deliver a range of programmes and services whilst supporting work on priority policy issues.</li> <li>• Help ensure that the Mayor, DMPC and MOPAC fulfil their legal and audit related obligations, are statutorily compliant and respond efficiently and effectively to relevant London Assembly committees and sub-committees.</li> </ul>			

- Produce briefings and respond to correspondence in identified priority policy areas.
- Contribute to the effective management of the organisation and the development of a delivery culture which enables MOPAC to improve, innovate and effectively deliver the Mayor and Deputy Mayor's commitments

### **Working Relationships and Contacts**

The post holder will be required to develop and maintain effective working relationships across the GLA family, partner agencies and their representative bodies, the Metropolitan Police, criminal justice agencies and statutory and third sector partners. There will also be working relationships with Safer Neighbourhoods Boards and Independent Custody Visit Scheme Boards.

### **Role Requirements**

Educated to degree level with experience and/or relevant programme management qualification. Experience of policy development and implementation. Strong knowledge policing and crime. Exceptional ability to build relationships, influence and negotiate with stakeholders and partners.

#### **MOPAC Organisational Values**

The work MOPAC performs makes a significant contribution to the safety and security of Londoners and the organisation seeks to maintain and build trust and confidence with all its partners and the public it serves in discharging this important responsibility. To achieve this all MOPAC employees are expected to uphold the standards expected of those working in public service and demonstrate the following values in all they do;

Leadership; Supporting and challenging ourselves and others to make Londoners safer

Contribution; Giving our best in our roles and helping colleagues to achieve and develop in theirs

Innovation; Willing to try new ideas to make things better, using research and evidence to prove what works and to learn from what doesn't

Cooperation; Bringing people and organisations together to better serve Londoners

Honesty; Doing the right thing - behaving ethically, with integrity, impartiality and transparency

Respect; Treating others as we would like to be treated ourselves

#### **Required Competencies**

#### **MOPAC COMPETENCY FRAMEWORK**

#### **Manager/Senior Specialist Competencies applicable to this post;**

##### **1 Delivering Outcomes**

*Delivers quality outcomes to meet objectives*

Works in partnership to support the delivery of relevant objectives. Ensures a high quality service, balancing the needs of customers and stakeholders. Manages a range of tasks, delivering to time and quality, and monitoring the performance of others where relevant. Adapts and responds to shifting priorities. Deals with challenges and generates solutions. Reviews working practices and acts to improve service delivery.

*Manages work through informed and reliable judgement*

Implements plans and considers contingencies. Gathers and evaluates information to inform decision-making,

and minimise risk where practicable. Provides guidance and support, seeking it where appropriate. Takes responsibility to promote improvement by identifying, sharing and applying lessons learnt.

## **2 Organisational Influence**

### *Provides strong leadership*

Provides visible, approachable leadership and leads by example. Values and motivates colleagues, dealing with their concerns in a consultative way. Actively demonstrates the promotion of equality and valuing of diversity and helps others to do so. Develops from own experience and supports the development of others where relevant. Takes account of how own behaviour affects others.

Ensures professional standards are upheld and that senior decisions are acted upon. Manages performance and staff issues appropriately and fairly where relevant. Shows initiative, personal resilience and motivation to deliver a quality service, demonstrating ownership over area of responsibility. Upholds legislation, regulations and policy, acting with integrity, and challenging those who do not.

### *Develops effective communications and working relationships*

Builds effective relationships with customers, colleagues and stakeholders. Communicates effectively and inclusively with customers, senior managers and team members. Ensures clear, two-way communication through listening and responding appropriately, learning and sharing information. Works collaboratively across and outside of MOPAC where practicable, upholding organisational reputation.

## **3 Productivity**

### *Manages the right resources to enable effective working*

Plans and prioritises work, aligning resources to achieve local objectives. Distributes work fairly according to capacity, knowledge and skills where relevant. Uses MOPAC resources ethically and appropriately, ensuring others do the same.

### *Ensures efficient working*

Ensures and encourages efficient working. Makes sound workload and deployment judgements to maximise efficiency appropriately. Reviews working practices and strives to improve efficiency.

## **General Responsibilities**

- To adhere to MOPAC's Equality & Diversity and Equal Opportunities policies in all activities.
- To be responsible for your own health and safety and that of your colleagues and all others in the workplace, in accordance with MOPAC Health and Safety policies.
- To work in accordance with data protection policies and adhere to Freedom of Information policies where appropriate.
- To undertake such other duties as may be reasonably expected.