

## The Mayor's Office for Policing and Crime

### Job Description

<b>Role</b>	Contracts and Grants Specialist	<b>Grade</b>	4
<b>Reports To</b>	Head of Policy & Commissioning	<b>Post Ref</b>	E3111
<b>Directorate</b>	Commissioning & Partnerships	<b>Team</b>	Contracts & Grants

### Job purpose

- As MOPAC's contract and grants specialist, responsibility for ensuring timely execution of all stages of MOPAC's contract and grants process for all MOPAC's contracts and grants.
- Provide a management overview and oversight of the efficacy of MOPAC's contract and grants process including the leadership of continuous improvement activity.
- Work collaboratively and build constructive relationships with commissioners across MOPAC and the VRU as well as procurement and other technical specialist within and outside MOPAC.

### Principal Accountabilities

1. Work with commissioners to translate specifications into contract and grant terms.
2. Work with commissioners to advise on and enact variations to contract and grants.
3. Manage and track the pipeline of upcoming, in progress and expiring contracts and grants.
4. Work with finance colleagues to manage sign-off at all stages of contract and grant processes.
5. Work with procurement to ensure compliance with MOPAC processes and guidance.
6. Maintain standardised approach to contract and grant terms and conditions including managing periodic updates where deemed necessary.
7. Gatekeep and work with legal for advice on non-standard contract or grants where deemed appropriate and ensure appropriate legal advice is included.
8. Gatekeep and work with other technical specialists, including GDPR, to ensure a consistent approach and provide guidance to commissioners on appropriateness of enquires.
9. Ensure that all contractual and grant agreements and variations are appropriately stored and archived.
10. Advise commissioners of recourses in the event of contract breaches.
11. Coordinate and respond to audit requirements from DARA or other external bodies in relation to contract and grants.
12. Provide assurance and periodic updates to CFO and Directors on performance, efficacy and compliance of MOPAC's contract and grants processes.

## **General Responsibilities**

- Manage staff and resources allocated to the job in accordance with MOPAC's Code of Conduct, including their responsibilities around preventing fraud, bribery and corruption.
- 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.
- 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.
- Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job, and participating in multi-disciplinary, cross-department and cross-organisational groups and project teams.
- To undertake such other duties as may be reasonably expected.

## **Key relationships**

Accountable to:	Head of Policy & Commissioning
Accountable for:	Staff and resources allocated to the job
Principal contacts:	Senior Procurement Manager. All commissioners across MOPAC. Directors, Senior managers and staff, GLA family, partner agencies, representative bodies, the Metropolitan Police, statutory and third sector partners.

## **Person specification**

### Technical requirements:

1. Extensive technical knowledge and experience of contracts and grants within a service delivery environment.
2. A proven track record of successfully implementing and delivering efficient processes for the timely execution of contracts and grants.
3. Exceptional ability to communicate, build relationships, influence and negotiate with internal and external stakeholders, and other technical professionals.
4. Committed to quality outcomes and value for money for commissioned and operational services.
5. Ability to work in a pressured environment and deliver MOPAC priorities at pace.
6. Managing a quality service - define and integrate clear structures, policies, systems and resources to promote efficient service delivery.
7. Ability to work across teams and directorates to deliver MOPAC priorities, building rapport and motivating others to succeed.

## **Behavioural competencies**

### **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.

### **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 the MPS where practicable, upholding organisational reputation.

### **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 MPS 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.

Date: April 2021