

## JOB REMIT

<b>Role</b>	Briefings Manager	<b>Team</b>	Private Office
<b>Reports To</b>	Head of Private Office	<b>Directorate</b>	Strategy
<b>Post Reference</b>		<b>Grade</b>	6

### Purpose of the Role

The Briefings Manger will oversee and support in the preparation of high-quality briefing materials for the Deputy Mayor for Policing and Crime, the Mayor, MOPAC Chief Executive and directors and others as required. They will contribute to the effective working of the MOPAC Private Office, operating collaboratively across team roles as necessary.

### Main Duties and Key Accountabilities of the jobholder

- Work with colleagues across MOPAC to ensure the Deputy Mayor, Mayor and others are provided with high-quality briefings for meetings and events in a timely and effective manner, either through commissioning and overseeing the production of briefings, or preparing briefings on some matters personally.
- Oversee attendance at meetings by MOPAC colleagues and ensure that actions are followed-up and delivered, providing regular reports to the Head of Private Office, Deputy Mayor and others.
- Work with colleagues, including the Head of Private Office, to improve both the systems relevant to briefing materials and the quality of the materials provided.
- Develop and proactively manage the MOPAC core brief.
- Lead on the preparation of regular update products for external stakeholders including the Police and Crime Committee of the London Assembly.
- Work with colleagues across MOPAC and with the Mayor's Office to produce high-quality and politically astute briefings for Mayor's Question Time and other major Mayoral events and meetings.
- Work collaboratively with colleagues to deliver an efficient service across Private Office, including supporting the Corporate Administration Manager and Information Governance Manager as required.

Depending on the future structure of the Private Office this role may manage a Grade 7 within the team.

### Working Relationships and Contacts

The post holder will be required to develop and maintain effective working relationships across teams

and directorates including, but not limited to: DMPC, SLT, Mayor's Office, London Victim's Commissioner and Senior MPS Staff.

### Role Requirements

Experience of supporting a principal in a local government, parliamentary or other similar environment. Excellent written and spoken English and demonstrable experience of providing briefings and other written materials. Excellent organisational skills, with the ability to manage various processes simultaneously, prioritise workloads and work with others to deliver quality products. Good political judgement.

#### 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

### 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.

### MOPAC COMPETENCY FRAMEWORK

**Specialist Competencies applicable to this post;**

#### 1 Delivering Outcomes

### *Delivers quality outcomes to meet objectives*

Uses specialist knowledge and skills 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. Adapts and responds to shifting priorities. Deals with Challenges and generates solutions.

### *Manages work through informed and reliable judgement*

Uses specialist knowledge and skills to inform decision-making, and minimise risk where practicable. Provides guidance and support, seeking it where appropriate. Promotes continuous improvement proactively by identifying, sharing and applying lessons learnt.

## **2 Organisational Influence**

### *Acts with Professionalism*

Behaves appropriately, taking personal responsibility for own actions and setting a good example for other colleagues. 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.

Maintains a current understanding of specialist area.

Shows initiative, personal resilience and motivation to deliver a quality service. 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. Upholds organisational reputation.

## **3 Productivity**

### *Manages own time and relevant resources efficiently and effectively*

Prioritises work and use of resources to meet relevant objectives. Ensures time and resources are used in a way that best meets customer and MOPAC needs. Uses MOPAC resources efficiently, ethically and appropriately. Shows support for efficient working.