

## JOB REMIT

<b>Role</b>	Programme Officer	<b>Team</b>	Services
<b>Reports To</b>	Senior Programme Manager	<b>Directorate</b>	Programmes and Neighbourhoods
<b>Post Reference</b>		<b>Grade</b>	6
<b>Purpose of the Role</b>			
Assist the delivery of Police & Crime Plan commitments on crime reduction and prevention working with communities and citizens as well community safety and criminal justice partner agencies to achieve the Deputy Mayor's aim reduce crime by 20%.			
<b>Main Duties and Key Accountabilities of the jobholder</b>			
<ul style="list-style-type: none"> <li>Support delivery of 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>The reduction of re-offending through Integrated offender management</li> </ul> </li> <li>Contribute to MOPAC's oversight of critical community issues, e.g. stop and search and hate crime</li> <li>Support commissioning arrangements to ensure that the application of MOPAC funds effectively meet the Mayoral priorities to support crime reduction, community safety, reduce reoffending, supporting victims and community engagement.</li> <li>Support the Programme Manager in identifying interventions in support of underperforming partnerships</li> <li>Assist the establishment and maintenance of Safer Neighbourhood Boards in London Boroughs, giving local Londoners and victims a greater voice.</li> <li>Support the delivery of effective custody oversight and identify areas for improvement by the MPS and MOPAC</li> <li>Provide support to the Programme Manager in the production, publication and delivery of relevant Mayoral policies and strategies as set out in the Police and Crime Plan.</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> </ul>			
<b>Working Relationships and Contacts</b>			
The post holder will be required to help build and maintain effective working relationships across the GLA family, partner agencies and their representative bodies, the Metropolitan Police and statutory and third sector partners. There will also be working relationships with Safer Neighbourhoods Boards and Independent Custody Visit Scheme Boards.			

## **Role Requirements**

Experience of programme management and policy development and implementation. Knowledge of policing and crime. Ability to build relationships, influence and negotiate with stakeholders and partners.

### **Required Competencies**

#### **Setting Direction**

1. Seeing the big picture - Be alert to emerging issues and trends which might impact or benefit own and team's work
2. Changing and improving - Prepare for and respond appropriately to the range of possible effects that change may have on own role/team
3. Making effective decisions - Invite challenge and where appropriate involve others in decision making to help build engagement and present robust recommendations

#### **Engaging People**

4. Leading and communicating - Communicate in a succinct, engaging manner and stand ground when needed
5. Collaborating and Cross Team Working - Readily share resources to support higher priority work, showing pragmatism and support for the shared goals of the organisation
6. Building capability for all - Proactively manage own career and identify own learning needs with line manager, plan and carry out work-place learning opportunities

#### **Delivering Results**

7. Achieving outcomes - Engage effectively and intelligently with delivery partners in order to define and /or improve service delivery
8. Delivering value for money - Cultivate and encourage an awareness of cost, using clear simple examples of benefits and how to measure outcomes
9. Managing a quality service - Develop proposals to improve the quality of service with involvement from a diverse range of staff, stakeholders or delivery partners
10. Delivering at pace - Regularly monitor own and team's work against milestones or targets and act promptly to keep work on track and maintain performance

## **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.