**Job Description: guidance notes**

These are guidance notes to assist job holders in the completion of job descriptions.

**JOB REMIT**

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| **Role** | Programme and Project Manager – Knife Crime | **Team** | Safer Youth |
| **Reports To** | Senior Programme Manager | **Directorate** | IOM |
| **Responsible For** | N/A | **Budget** | None |
| **Post/Position Reference** |  | **Grade** | 5 |
| **Purpose of the Role** | | | |
| The post holder will work for a period of six months alongside an equivalent existing role to manage the programme of work under the Knife Crime Strategy, leading on the delivery of some projects and/or strands of activity. | | | |
| **Main Duties and Key Accountabilities of the jobholder** | | | |
| * Jointly lead alongside on the development and delivery of projects and programmes of work which deliver against the commitments in the Knife Crime Strategy * Convene and work with stakeholders, voluntary and community sector and other partners to ensure commitments are delivered * Develop, administer and monitor MOPAC’s commissioning arrangements to ensure that the application of MOPAC funds effectively support the delivery of the Knife Crime Strategy. * Support engagement functions and activities. * Produce briefings and respond to correspondence. * Support the coordination and governance arrangements surrounding the Knife Crime Strategy, including the Knife Crime Programme Board, and task and finish groups as necessary. * Advise senior decision-makers and colleagues on MOPAC policy relating to knife crime * Contribute to materials and briefings for Justice Matters and other MOPAC meetings to hold the MPS and other agencies to account as required. * 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. | | | |
| **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 which are involved in supporting or delivering the Knife Crime Strategy. | | | |

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| **Role Requirements** |
| **Essential:**  Educated to degree level with experience and/or relevant programme management qualification. Experience of policy development and implementation. Knowledge of policing and crime issues with specific expertise and experience of tackling knife and youth crime. Exceptional ability to build relationships, influence and negotiate with stakeholders and partners. Ability to deliver rapidly, given that the role is available for a six-month period.  **Desirable:**  Expertise and experience in one of the six key strands of the Knife Crime Strategy.  **Required Competencies**  Setting Direction   1. Seeing the big picture - Anticipate economic, social, political, environmental and technological developments to keep activity relevant and targeted 2. Changing and improving - Effectively capture, utilise and share customer insight and views from a diverse range of stakeholders to ensure better policy and delivery 3. Making effective decisions - Push decision making to the right level within their teams, not allow unnecessary bureaucracy and structure to suppress innovation and delivery   Engaging People   1. Leading and communicating - Be visible to staff and stakeholders and regularly undertake activities to engage and build trust with people involved in area of work 2. Collaborating and Cross Team Working - Actively involve partners to deliver a business outcome through collaboration that achieves better results for customers 3. Building capability for all - Identify capability requirements needed to deliver future team objectives and manage team resources to meet these needs   Delivering Results   1. Achieving outcomes - Understand the commercial drivers that will influence a private or third sector organisation and the levers that can be used in negotiating/influencing arrangements 2. Delivering value for money - Weigh up priority and benefits of different actions and activities to consider how to achieve cost effective outcomes 3. Managing a quality service - Establish how the business area compares to customer service expectations and industry best practice and identify necessary improvements in plans 4. Delivering at pace - Clarify business priorities, roles and responsibilities and secure individual and team ownership   **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. |