

## The Mayor's Office for Policing and Crime

### Job Description

|                    |                              |                 |              |
|--------------------|------------------------------|-----------------|--------------|
| <b>Role</b>        | Partnerships Officer         | <b>Grade</b>    | 6            |
| <b>Reports To</b>  | Head of Partnerships         | <b>Post Ref</b> | E3086        |
| <b>Directorate</b> | Commissioning & Partnerships | <b>Team</b>     | Partnerships |

### Job purpose

- The Partnerships officer will provide a central secretariat function for London Crime Reduction Board (LCRB) and London Criminal Justice Board (LCJB).
- They will oversee and support in the preparation of high-quality briefing materials for the Chairs of LCRB (Mayor) and LCJB (DMPC) as well as MOPAC chairs of these Boards' sub-groups.
- They will coordinate forward planning, agenda planning, scheduling and upward reporting for the LCRB, LCJB and all sub-groups.

### Principal Accountabilities

1. Provide the central secretariat function for London Crime Reduction Board (LCRB) and London Criminal Justice Board (LCJB) working with colleagues across MOPAC and the criminal justice system.
2. Work with colleagues across MOPAC and partners across the criminal justice system to ensure the Deputy Mayor, Mayor and other MOPAC chairs are provided with high-quality Chairs' briefings for partnership boards in a timely and effective manner, either through commissioning and overseeing the production of briefings, or preparing briefings on some matters personally.
3. Work with colleagues across MOPAC, including the Head of Partnerships, and partners across the criminal justice system to coordinate forward planning, agenda planning, scheduling and upward reporting for the LCRB, LCJB and all sub-groups.
4. Work with colleagues across MOPAC, including the Head of Partnerships, to improve both the systems relevant to Chairs' briefing materials, forward planning, agenda planning, scheduling and upward reporting for the LCRB, LCJB and all sub-groups.
5. Work with colleagues across MOPAC, including the Head of Partnerships and MOPAC Board, to maintain and coordinate documents and activities supporting a formal and effective stakeholder management strategy to support delivery of MOPAC priorities.
6. Provide advice and support on partnership work to across MOPAC and work cross-functionally in a collaborative manner.

## **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 Partnerships

Accountable for: Staff and resources allocated to the job

Principal contacts: DMPC, SLT, Mayor's Office, Head of Partnership, DMPC Policy Officer, Partners across the CJC, Briefings Manager, London Victim's Commissioner and Senior MPS Staff.

## **Person specification**

Technical requirements:

1. Experience of supporting partnership governance Boards in local government, parliamentary or other similar environment.
2. Excellent written and spoken English and demonstrable experience of providing briefings and other written materials.
3. Excellent organisational skills, with the ability to manage various processes simultaneously, prioritise workloads and work with others to deliver quality products.
4. Good political judgement.
5. Willingness and experience of change and organisational upwards management.

## **Behavioural competencies**

### **Delivering Outcomes**

*Delivers quality outcomes to meet objectives*

Works to support the delivery of relevant objectives and meet the needs of customers and managers. Undertakes a range of tasks, ensuring outcomes are delivered to a high quality standard within the required timeframe.

*Works to support effective decision-making*

Helps others by supplying them with appropriate information and support where relevant. Ensures appropriate record keeping, feeding back learning for future working.

### **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. 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.

### **Productivity**

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

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

Date: April 2021