

JOB REMIT

Role	Programme Manager - Parenting	Team	Violence Reduction Unit
Reports To	Senior Programme Manager for Education and Parenting	Directorate	Violence Reduction Unit
Post Reference		Budget	Programme Management, commissioning, budgets.
Length	FTC 2 Years	Grade	Grade 5
Purpose of the Role			
<p>The London Violence Reduction Unit is a high-profile, high-priority programme for the Mayor. The Programme Manager will lead and performance manage staff and be responsible for developing and delivering policy and work programmes. The post-holder will also be responsible for the commissioning of services in support of the Violence Reduction Unit's policy and commissioning objectives. This post will specialise in policy and programmes that focus on violence prevention initiatives with a focus on work with parents and carers.</p> <p>The post holder will be expected to work collaboratively and build constructive relationships across the VRU's internal and external partners and stakeholders, as well as with prospective providers and grantees to achieve the VRU's priorities for violence reduction across London.</p>			
Main Duties and Key Accountabilities of the jobholder			
<ul style="list-style-type: none"> • Work with the Head of Service to contribute to and deliver the work programme of the VRU commissioning strategy • To be involved in all aspects of the commissioning cycle, including monitoring and reporting and ensuring quality assurance measures are in place that support the aims and activity of the VRU • Working in partnership with colleagues across MOPAC and the GLA to ensure commissioned services meet organisational needs, and are both effective and value for money • Lead and performance manage staff to develop and deliver policy, work programmes and commissioned services for the Mayor's violence reduction priorities in London, with a particular emphasis on young people and places of education • Build and manage strong working relationships with partners across the VRU and external stakeholders ensuring that stakeholder management is prioritised in the policy development process • Ensure communication of the programme's process and actions are high quality and key influencers are prioritised 			

- Ensure the team is informed on key national policy issues in relation to violence reduction, advising the Mayor and Deputy Mayor of Policing and Crime as appropriate; deputising for the Head of Service or Senior Programme Manager where required.
- Oversee briefings, correspondence and advice to senior decision-makers and colleagues on VRU policy relating to violence reduction in London
- Contribute to the leadership and effective management of the organisation and the development of an equitable delivery culture which enables VRU to improve, innovate and effectively deliver the Mayor and Deputy Mayor's violence reduction priorities.

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, community members and young people, criminal justice agencies and statutory and third sector partners which are involved in delivering, supporting, or engagement with the Violence Reduction Unit.

Close working with the Deputy Mayor for Policing and Crime, Deputy Mayor for Communities and Social Inclusion, senior managers in GLA and MOPAC, press office, community groups, key individuals involved in this policy area, local authority representatives and others as required.

Role Requirements

Significant management experience of commissioning, programme management, working in partnership and service delivery within a violence reduction or children and families environment.

A proven track record of successful commissioning and involvement throughout the commissioning cycle.

A strong understanding and knowledge of violence reduction/prevention opportunities and best practice, particularly in respect of work with parents and carers

The ability to manage and lead staff holding them to account through performance management and deliver outcomes.

A collaborative and solution focused manager, working across teams, directorates, Greater London Authority group of organisations and partner organisations to achieve VRU priorities.

Strong ability to build relationships, influence and negotiate with prospective providers of commissioned services, stakeholders and partners.

Skilled at working across organisational boundaries, building rapport and motivating others to succeed.

The post holder will be expected to take on such corporate responsibilities as may be necessary from time to time.

This role will require the need to work outside office hours occasionally.

Required Competencies

- Ability to galvanise rapid action across a broad programme, and focus on delivery
- Understands the challenges of implementing violence reduction programmes in London
- Experience of commissioning services in a public sector setting and a thorough understanding of the whole commissioning process.
- Exceptional ability to communicate, build relationships, influence and negotiate with prospective providers stakeholders and partners.
- Committed to quality outcomes and value for money for commissioned and operational services.
- Ability to work in a pressured environment and deliver VRU and MOPAC priorities at pace.
- Significant experience of managing staff to deliver outcomes and maintain service delivery.
- Managing a quality service - define and integrate clear structures, policies, systems and resources, to promote efficient service delivery.
- Ability to work across teams and directorates to deliver MOPAC and VRU priorities.
- Experience of leading pan-London programmes, with an emphasise on those with parents, carers or families

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.

Management Responsibilities

- To ensure, with MOPAC's CEO and, where appropriate, legal advisors, 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
- Fully contribute to the effective leadership of the organisation & the development of a delivery culture enabling MOPAC to improve & innovate and effectively deliver the Mayor & Deputy Mayor's visions.
- To promote equality and inclusion across all of MOPAC's programmes and employment through policy initiatives, personal example, open commitment, clear action and direction.
- Responsible for the effective management of performance and capacity with direct reports, confidently resolving people issues and supporting team members in their professional development and designing individual, team and corporate development.

MOPAC COMPETENCY FRAMEWORK

Manager/Senior Specialist Competencies applicable to this post;

1 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.

2 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 MOPAC where practicable, upholding organisational reputation.

3 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 MOPAC 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.