

## The Mayor's Office for Policing and Crime

### Job Description

<b>Role</b>	Policy Support and Engagement Officer	<b>Grade</b>	7
<b>Reports To</b>	Policy Advisor to London's Victims' Commissioner	<b>Post Ref</b>	E6260
<b>Directorate</b>	HR, Private Office and Secretariat	<b>Team</b>	Victims' Commissioner

### Job purpose

- Support the Victims' Commissioner for London through undertaking research, identifying emerging areas, and monitoring the progress of key pieces of work and their recommendations.
- Assist the Victims' Commissioner's Policy Advisors, contributing to the development of policy positions, lobbying, and new pieces of work. These will include but are not limited to: Violence Against Women and Girls, Hate Crime, Modern Slavery, support for victims, and legislation.
- Lead the communication and engagement with partner organisations and victims of crime.
- The precise nature, complexity, and responsibility of the role will depend on the requirements of the Victims' Commissioner.

### Principal Accountabilities

1. Provide support in undertaking research, reviewing and summarising reports from relevant organisations, and ensuring the Victims' Commissioner and Policy Advisors are fully briefed on relevant issues.
2. Organise engagement and consultation events with partner organisations and victims of crime, including focus groups and larger conference events.
3. Research and identify emerging national and London-wide policy matters and critical events, to ensure the Victims' Commissioner is well prepared and able to respond authoritatively and effectively, through horizon scanning and maintaining a calendar of relevant campaigns and awareness days.
4. Oversee the monitoring of actions and recommendations, both those given by the Victims' Commissioner, and those affecting them. Examples include the London Rape Review and Review into the Victims' Code of Practice.
5. Develop and maintain effective relationships with a wide range of internal and external stakeholders, including within the wider organisation, Metropolitan Police, Ministry of Justice, CPS, other justice agencies, Inspectorates, and voluntary sector.

6. Support the governance arrangements of which the Victims' Commissioner is a part, including providing secretariat for the Victims Reference Group, and supporting the work of the London Victims Board.
7. Support Policy Advisors and Executive Assistant in the production of reports, briefings, presentations, speeches and statements, as necessary; and support correspondence on behalf of the Victims' Commissioner, including the drafting of a quarterly newsletter.
8. Provide ad-hoc support to the Victims' Commissioner in drafting statements for social media and press.

### **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:	Policy Advisor to London's Victims' Commissioner
Accountable for:	Staff and resources allocated to the job
Principal contacts:	GLA family, partner agencies and their representative bodies, the Metropolitan Police, criminal justice agencies, national policing bodies, government advisors and statutory and third sector partners. MOPAC Officers, MPS Officers, local authorities and partners.

## **Person specification**

Technical requirements:

- Experience of working in a complex political organisation or similar complex, high profile organisation.
- Proven ability to engage with a range of stakeholders to deliver outcomes.
- Ability to produce authoritative, clear and concise oral and written reports, presentations and briefings on complex and sensitive issues.
- Proven ability to provide research and strategic policy analysis within a political or complex business environment, on a wide range of topics.
- Experience of working with sensitive and confidential matters and affected individuals. An understanding of criminal justice policy, crime reduction and policing.

## **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: 31/05/2022