

JOB REMIT

Role	Programme Officer	Team	Safer Youth
Reports To	Senior Policy & Commissioning Manager / Programme Manager	Directorate	Commissioning and Partnerships
Post Reference		Grade	6
Purpose of the Role			
Support the commissioning of services and develop policy to prevent crime, reduce reoffending and support victims and assist the delivery of the Mayor's Police & Crime Plan commitments . You'll work collaboratively across MOPAC and the Greater London Authority (GLA) as well as the third sector, community safety and criminal justice partner agencies.			
Main Duties and Key Accountabilities of the jobholder			
<ul style="list-style-type: none"> Support delivery of programmes of work and policy development to deliver Mayoral commitments as set out in the Police and Crime Plan. These will include, but are not limited to activities that contribute to: <ul style="list-style-type: none"> Victims having access to specialist support needed to help them cope and recover; including young people, survivors of Violence against Women and Girls (VAWG) and those who have experienced a hate crime An effective and trusted Criminal Justice System which delivers fair and proportionate outcomes for all Londoners, in turn reducing reoffending and the impact of crime on victims and communities. System interventions to reduce re-victimisation, tackle perpetrators and improve CJS outcomes. Contribute to MOPAC's oversight of critical community issues, e.g. trust and confidence, stop and search and hate crime. Support commissioning and monitoring arrangements to ensure that the distribution and use of MOPAC funds effectively meets Mayoral priorities. Be an effective link between London boroughs and MOPAC to ensure MOPAC understands what is happening at a local level 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. Coordinate partnership meetings to engage on delivery of MOPAC and partner programmes and policies. Carry out a range of communication tasks such as drafting responses to correspondence and Mayoral questions, briefings and reports. 			
Working Relationships and Contacts			
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, local authorities and statutory and third sector partners.			

Role Requirements

Ability to build relationships, influence and negotiate with stakeholders and partners. Skills or experience that enable effective programme management and policy development. Strong written and verbal communication skills. Can deliver at pace and work flexibly in order to meet MOPAC priorities.

MOPAC COMPETENCY FRAMEWORK

Specialist:

Delivering Outcomes

Delivers quality outcomes to meet objectives

Uses specialist knowledge and skills 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. Adapts and responds to shifting priorities. Deals with Challenges and generates solutions.

Manages work through informed and reliable judgement

Uses specialist knowledge and skills to inform decision-making, and minimise risk where practicable. Provides guidance and support, seeking it where appropriate. Promotes continuous improvement proactively by identifying, sharing and applying lessons learnt.

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.

Maintains a current understanding of specialist area.

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 relevant 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.

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.