

## The Mayor's Office for Policing and Crime

### Job Description

<b>Role</b>	Briefings Officer	<b>Grade</b>	G8
<b>Reports To</b>	Briefings Manager	<b>Post Ref</b>	
<b>Directorate</b>	HR, Private Office and Secretariat	<b>Team</b>	Private Office and Secretariat

### Job purpose

- The Briefings Officer will work alongside the Briefings Manager and support in the preparation of high-quality briefing materials for the Deputy Mayor for Policing and Crime, the Mayor, MOPAC Chief Executive and directors and others as required.
- They will focus delivery on all high-profile briefings which require attention to detail, particularly on financial information.
- They will contribute to the effective working of the MOPAC Private Office, operating collaboratively across team roles as necessary.
- They will cover for the Briefings Manager if absent.

### Principal Accountabilities

1. Work with colleagues across MOPAC to ensure the Deputy Mayor, Mayor and others are provided with high-quality briefings for meetings and events in a timely and effective manner, either through commissioning and overseeing the production of briefings, or preparing briefings on some matters personally.
2. Work with colleagues across MOPAC, but a particular focus on Finance to ensure all information is shared in a digestible way. The post holder will draft and collate the necessary information to ensure briefings are delivered succinctly and in a timely fashion.
3. The post holder will support colleagues in the Correspondence, Enquiries and FOI team to access the required up to date information from the centralised briefings portal.
4. Work with colleagues across MOPAC and with the Mayor's Office to produce high-quality and politically astute briefings for all Mayoral and Deputy Mayor engagement and other major Mayoral events and meetings.
5. Work collaboratively with colleagues to deliver an efficient service across Private Office.

### 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:	DMPC Policy Officer / Senior Advisor
Accountable for:	Staff and resources allocated to the job
Principal contacts:	DMPC, SLT, Mayor's Office, Head of Private Office and Secretariat, DMPC Policy Officer, Briefings Officer, London Victim's Commissioner and Senior MPS Staff.

### **Person specification**

Technical requirements:

1. Experience of supporting a principal in a 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.

#### **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