

## JOB REMIT

<b>Role</b>	Programme Officer	<b>Team</b>	Operation Soteria Bluestone
<b>Reports To</b>	Head of Programme Management	<b>Directorate</b>	Strategy
<b>Post Reference</b>	P1125, P1242 & P1243	<b>Grade</b>	6
<b>Purpose of the Role</b>			
Assists the Head of Programme Management and other members of the Central Team to deliver Operation Soteria Bluestone. This is a national programme funded by the Home Office, led by the National Police Chiefs' Council (NPCC) and hosted by MOPAC, which is working to transform the policing response to rape and serious sexual offences (RASSO). The programme's Central Team is working collaboratively with academic researchers, policing and the third sector to build the evidence base, sharing learning with all 43 Home Office police forces, key stakeholders and develop a RASSO National Operating Model (NOM).			
<b>Main Duties and Key Accountabilities of the jobholder</b>			
<ul style="list-style-type: none"> <li>Support the effective delivery of the Bluestone Programme to transform the policing response to RASSO as part of Operation Soteria.</li> <li>Liaise with key partners and stakeholders including police forces, Home Office, CPS, NPCC and APCC to enable the effective delivery of the Bluestone Programme by the MOPAC Central Team.</li> <li>Support the Programme Director, Manager and Academic Lead to design and deliver a successful programme. Including project scoping, stakeholder mapping, planning, management and risk management.</li> <li>Support commissioning arrangements to ensure that the application of funds effectively meet the funders' delivery requirements.</li> <li>Support the Programme Manager in identifying risks arising in the delivery of Bluestone in participating police forces, and in mitigating those risks.</li> <li>Assist the establishment and maintenance of Working Groups and the Programme Board to enable effective governance of the programme.</li> <li>Provide support to the Programme Director, Manager and Academic Lead in the production, publication and delivery of relevant products in relation to Operation Soteria and in the quality assurance of programme products.</li> <li>Support matrix management arrangements across the five research teams to enable the delivery of research and implement business change in 5 forces.</li> <li>Support the delivery of conferences, workshops, seminars and other learning events both virtually and face to face to optimise the dissemination of findings and implementation of learning by all 43 police forces.</li> <li>Support the design, development and delivery of a National Learning Network for RASSO practitioners and key stakeholders to enable peer to peer learning and support.</li> </ul>			
<b>Working Relationships and Contacts</b>			
Accountable to:	Head of Programme Management		
Accountable for:	Project support officers		
Principal contacts:	Within MOPAC – National Director and Central Team		

Within Soteria Bluestone – with Strategic Advisor Professor Betsy Stanko, Academic Lead Dr Katrin Hohl, the 6 Academic Pillar Leads and commercial teams from participating universities and the RASSO leads and project managers from all participating Soteria Bluestone police forces.

Nationally - strong working relationships with the Home Office, NPCC, APCC, College of Policing, all 43 Soteria Bluestone Forces, CPS and key partners across government, the criminal justice system and third sector.

## Role Requirements

Experience of programme management. Knowledge of policing and crime and/or research. Ability to build relationships, influence and negotiate with stakeholders and partners.

### 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.