

## JOB REMIT

<b>Role</b>	Programme Support Coordinator	<b>Team</b>	VRU
<b>Reports To</b>	Programme Manager	<b>Directorate</b>	VRU
<b>Post Reference</b>		<b>Grade</b>	MOPAC Grade 7

**Purpose of the Role** *(The precise nature, complexity and responsibilities of the role will depend on the requirements of the Deputy Mayor Policing and Crime and MOPAC's Chief Executive). Flexibility will be a key requirement of the postholder.*

The London Violence Reduction Unit is a high-profile, high-priority programme for the Mayor. This role will sit in the VRU and be responsible for leading the programme management coordination, general support for the team, and arrangements of this fast-paced work, coordinating the involvement of other key partners as necessary and providing briefings and correspondence for the Mayor and Deputy Mayors.

### Main Duties and Key Accountabilities of the jobholder

- Complete briefings as required for the Mayor, Deputy Mayors or VRU managers
- Maintain, review and update the VRU S-Drive, MS Teams, and any other shared access/storage facilities, such as Teams
- Support the Decisions process by keeping records of all decisions required and dates for submission, allocating decisions for completion as determined by a VRU manager, co-ordinating the contributions from others and submission to MOPAC
- Support and attend meetings and conferences as required via VRU managers direction, co-ordinating the provision of papers to attendees, taking minutes/notes/actions and circulating to members
- Support the local violence reduction action plan process, including attending visits and taking notes as required
- Develop and maintain a Borough Grid and Individual local profile for all 32 boroughs and locate them so as to be accessible to team members
- Provide support to programme managers within the VRU, as determined by line-managers.
- Convene and work with stakeholders, voluntary and community sector and other partners to ensure commitments are delivered
- Support engagement functions and activities.
- Supporting staff across GLA, MOPAC and the Mayor's Office to ensure coordination and good communications on this subject matter. This will include work with other teams outside her/his control (e.g. social inclusion, education, wider MOPAC, press office etc), in order to provide the best overall service to the Mayoralty.
- Where necessary, support related programmes of work to deliver Mayoral commitments as set out in the Police and Crime Plan.

### 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.

## **Person Specification**

### **Knowledge and experience**

Essential:

- Educated to degree level / or equivalent experience
- Excellent programme support and administrative skills
- Experience of policy development and implementation.
- Knowledge of violence reduction and community involvement.
- Ability to deliver rapidly in a high-pressured environment on high priority areas of business. The ability to produce quality public-facing written material at fast pace is essential.

Desirable:

- Formal Programme management qualification. Knowledge and experience of community engagement, violence reduction, policing and criminal justice policies;

### **Skills, behaviours and competencies**

#### **Required Competencies**

- A proven track record of working in a high paced and conflicting environment, able to identify which issues require attention;
- Programme management skills and confidence to hold colleagues to account for delivery;
- Excellent communication and presentation skills – drafting of public-facing lines with minimal supervision;
- Ability to articulate succinctly the strategic priorities of the programme, with the ability to convey these clearly and simply to a wider group of colleagues, internally and externally;
- Experience of working in a political environment;
- Experience of building constructive relationships with external partners to deliver priorities;
- Ability to work across the GLA family, teams and directorates to deliver priorities;

#### **MOPAC Organisational Values**

The work that 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.

### **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 MOPAC needs. Uses MOPAC resources efficiently, ethically and appropriately. Shows support for efficient working.