

The Mayor's Office for Policing and Crime

Job Description

Role	Directorate Assistant (Commissioning & Partnerships)	Grade	7
Reports To	Executive Assistant to Director of Commissioning & Partnerships and Victims' Commissioner	Post Ref	E3084
Directorate	Commissioning & Partnerships	Team	

Job purpose

To provide support and coordination to the Directorate, ensuring a high level and efficient service. With a particular focus on supporting the Heads of Service to deliver an effective commissioning service.

Principal Accountabilities

1. Support the Police and Crime Plan by coordinating activity within the Directorate team which will enable the team to successfully undertake their roles. This includes:
 - Coordinating governance arrangements including regular performance meetings.
 - Supporting tasking across the directorate and ensuring alignment in approach across the different teams.
 - Communicating key messages on behalf of the Director and the Heads of Services to the directorate.
 - Collecting and collating information to support the directorate work and to support upward and outward reporting.
2. Support the Director and the Heads of Service in their responsibilities to provide effective financial reporting, this include setting up processes to ensure team members provide the necessary information at the right time to align with information produced by the finance team.
3. Provide support and coordination to the Heads of Service.
4. To support the Director of Commissioning & Partnerships where appropriate, thereby providing cover and resilience to the Executive Assistant to the Director of Commissioning & Partnerships.
5. Contributing in the design and delivery of directorate meetings and events.
6. Establish and maintain efficient office administration systems for the Directorate including maintaining key working documents. Ability to provide support through Microsoft Teams and sharepoint to best support the directorate within the context of working towards a paperless office.

7. Undertake team, directorate, HR, Finance and other corporate reporting requirements as necessary and directed.
8. Arrange meetings and events with appropriate resources including technically proficient usage of projection systems, whiteboards, meeting software, audio equipment and related tools.
9. Produce minutes and records of meetings and workgroups to a high standard.
10. Produce documents, reports, presentations, communications and other desk top publishing for the team and office.
11. Opportunity to lead on small discrete policies or programmes

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:	Executive Assistant to Director of Commissioning & Partnerships and Victims' Commissioner
Accountable for:	Staff and resources allocated to the job
Principal contacts:	Director of Commissioning & Partnerships, Heads of Policy & Commissioning, staff across MOPAC, Mayor's Office, Deputy Mayor for Policing and Crime, DMPC's Policy Advisers, senior external stakeholders, political office holders

Person specification

Technical requirements:

1. Coordination and organisations skills, with the ability to filter information and assess priorities
2. Ability to build relationships with stakeholders and partners
3. Ability to exercise discretion in dealing with confidential or sensitive matters.
4. Confident and able to work on own initiative and with limited supervision.
5. Knowledge and experience of using information technology including word processing, spreadsheets, presentation and databases

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 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: January 2022