

JOB REMIT

Role	<i>Corporate Development Officer</i>	Team	<i>Strategy & Corporate Development</i>
Reports To	<i>Corporate Development Manager</i>	Directorate	<i>Strategy</i>
Post Reference		Grade	Grade 6

Purpose of the Role

The Strategy & Corporate Development Team is a small, highly collaborative, high-calibre team which supports the implementation of high priority projects and policies across MOPAC. The Corporate Development Officer supports the delivery of the most challenging policy areas by scrutinising delivery plans and policy proposals to ensure they are robust, and works with policy leads to co-develop corporate solutions to challenges that arise. The postholder will also work closely with staff to prepare content for governance and scrutiny boards.

Main Duties and Key Accountabilities of the jobholder (Knowledge & Experience)

Policy and briefing

- Horizon-scan for and provide content for briefings to the Head of Strategy & Corporate Planning on key strategic issues and legislative changes. These briefings should be clear and concise, include analysis of policy issues and recommendations.
- By collating evidence base on good practice and policy implications, contribute to the development of long-term policy thinking and strategy by working with MOPAC officers and stakeholders to identify, keep abreast of, and advise the Head of Strategy & Corporate Planning and others as necessary on new developments and innovations in policing, crime and criminal justice.
- Research, develop and analyse key policy issues in relation to criminal justice, policing and community safety. This analysis should be policy focused, include data analysis and offer senior management sufficient information to be able to make informed decisions.
- Ensure communication on relevant policy matters with internal leads in order to deliver a coordinated approach to achievement of MOPAC priorities.
- Provide guidance and content concerning key outgoing correspondence, Mayor's Questions, monthly reports and other reports, briefings, speeches and statements as required. The postholder will be required to scan open source information, collate relevant data and present this information to a variety of audiences.
- Produce, contribute to and draft as necessary reports, briefings, presentations, speeches and statements across a range of policy areas to a variety of audiences that include the public, stakeholders and internal staff.

Risk and Assurance

- Support policy leads to make sure that their priority initiatives have robust planning systems, from 'concept' to delivery, including key drivers, assumptions and delivery plans
- Work with MOPAC's assurance frameworks to 'stress test' each part of the programme/project delivery chain to provide assurance to MOPAC's leadership that delivery challenges have been anticipated and addressed
- Work in partnership with policy teams to co-develop evidence-based solutions at pace in response to any problems identified through business planning, to ensure the policies remain on track. This

element of real time problem solving requires excellent stakeholder relations.

- Update and maintain a strategic risk register and oversee the mitigation of risks, liaising with colleagues across MOPAC
- Advise on agenda items and coordinate internal boards that oversee risk and business planning, as agreed with line management
- Such other relevant duties as may from time to time be required.

Working Relationships and Contacts

The post holder will be required to develop and maintain effective working relationships across the MOPAC, the GLA family, partner agencies and their representative bodies and the Metropolitan Police and statutory and third sector partners.

Role Requirements

Brings a commitment to high standards, outstanding relationship management skills, and clear, incisive thinking to bear on a range of projects relating to the department's most important priorities. A background in improving delivery across a range of diverse areas is essential with relevant experience in strategy, policy development and performance frameworks.

MOPAC Organisational Values

The work 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

MOPAC COMPETENCY FRAMEWORK

Specialist Competencies applicable to this post;

1 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.

2 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.

3 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.

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.