

The Mayor's Office for Policing and Crime

Job Description

Role	Head of Partnerships	Grade	3
Reports To	Director of Commissioning and Partnerships	Post Ref	
Directorate	Commissioning and Partnerships	Team	

Job purpose

- Responsible for developing and maintaining formal strategic partnerships across sectors to deliver Police and Crime Plan (PCP) commitments and wider MOPAC priorities.
- Implement agreed partnership governance structures for LCRB, LCJB and their associated sub-groups, and shape their role, purpose and forward agendas to ensure that there is a coherent delivery plan for these groups.
- Work across teams and directorates to co-ordinate strategic partnership activity to deliver a focused approach to stakeholder management.

Principal Accountabilities

1. Act as the strategic lead for Partnership work across MOPAC, working pro-actively to identify opportunities that enable delivery of PCP commitments and MOPAC's wider strategic agenda.
2. Operate as the lead officer for the Mayor's London Crime Reduction Board, supporting the work of the board and its sub groups, shaping their role, purpose and forward agendas to ensure that there is a coherent delivery plan for these groups which enables delivery of key PCP commitments and other key strategic issues for London.
3. Work with LCRB sub-group chairs and board members to ensure action-orientated progress between meetings.
4. Develop a formal and effective stakeholder management strategy to support delivery of MOPAC priorities.
5. Identify and manage key partnership risks, including those that will impact delivery of key PCP commitments, working with MOPAC Board and wider MOPAC colleagues to put in place associated and appropriate mitigations.
6. Work collaboratively with the Directors, Head of Service and with partners across all sectors to influence and secure collective leadership and joint approaches to longer term planning and commissioning for key PCP and strategic priorities.
7. Provide advice and support on partnership work to across MOPAC and work cross-functionally in a collaborative manner.

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:	Director of Commissioning and Partnerships
Accountable for:	Staff and resources allocated to the job
Principal contacts:	Mayor, DMPC, Mayoral Directors, Chief Executive, Directors, Senior managers and staff, GLA family, partner agencies, representative bodies, the Metropolitan Police, statutory and third sector partners.

Person specification

Technical requirements:

1. Extensive experience of developing partnership strategies across public services and with other sectors.
2. Exceptional ability to build relationships, influence and negotiate with stakeholders and partners at all levels.
3. Demonstrable experience of successfully working across organisational boundaries, building rapport and motivating others to succeed.
4. Strong communication, strategic and analytical skills.
5. Extensive skills and experience in building, motivating and inspiring teams and individuals within and across organisations to deliver MOPAC partnership priorities.
6. Detailed and extensive knowledge and experience of public services, policing and criminal justice.
7. Demonstrable knowledge of public sector governance arrangements and the requirements of public accountability and transparency.
8. Achievement in promoting diversity, equality and inclusion, both in the workforce as well as in partnership development.

Behavioural competencies

1. Delivering Outcomes

Delivers quality outcomes to meet strategic objectives

Works in partnership to support the delivery of local and corporate objectives. Drives local performance, vision and strategy, managing streams of activity and aligning to corporate objectives where relevant. Ensures a high quality service, balancing the needs of customers and stakeholders. Adapts and responds to shifting priorities. Deals with complex challenges, engaging with root causes and managing solutions. Reviews working practices and enables change to improve existing practices.

Manages risk through informed and reliable judgement

Implements plans and considers contingencies. Evaluates complex information to make proportionate and justifiable decisions and manage risk where appropriate. Sustains clear and robust governance over area of responsibility. Provides guidance to others, seeking it where appropriate. Promotes continuous improvement proactively by identifying, sharing and applying lessons learnt.

2. Organisational Influence

Provides strong leadership

Provides clear direction through visible, approachable leadership and leading by example. Values and motivates staff, dealing with their concerns in a consultative way. Manages and develops a positive working culture and equality practices within area of responsibility. 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. Takes account of how own behaviour affects others.

Ensures professional standards are upheld and clearly communicates support for corporate vision. Manages performance and staff issues appropriately and fairly. Shows personal resilience and ownership of decisions. Upholds policy, legislation and regulations, influencing policy where practicable, and acts with integrity, challenging those who do not.

Develops effective strategic relationships

Establishes effective and inclusive communication processes where relevant. Influences and communicates effectively through a sound understanding of relevant stakeholder environments.

Ensures clear, two-way communication through listening and responding appropriately, learning and sharing information. Works collaboratively across and outside of the MPS where practicable, upholding organisational reputation and managing risk to it.

3. Productivity

Manages the right resources to enable effective working

Forecasts resource requirements by evaluating complex factors and setting strategic business plans where practicable. Aligns available resources to achieve high quality service delivery and strategic aims. Reviews and maximises the capability of others to meet business need, ensuring they possess the right equipment and skills. Distributes work fairly, according to capacity, knowledge and skills where relevant. Acquires and manages resources ethically and appropriately.

Manages and reviews resources to drive efficient practices

Drives a culture of efficiency through communication and involvement where practicable. Ensures efficient working through robust supervision and holding to account where necessary. Makes sound workload and deployment judgements to maximise efficiency as far as is appropriate. Manages budgets and resource related policy where relevant. Improves efficiency proactively through review, controlled change and optimising value for money.

Date: April 2021