

The Mayor's Office for Policing and Crime

Job Description

Role	Diary Manager	Grade	G8
Reports To	Executive Assistant to Deputy Mayor for Policing and Crime	Post Ref	
Directorate	HR, Private Office and Secretariat	Team	Executive Assistant Team

Job purpose

- To provide effective and efficient diary management and support to the EA team, ensuring high level and effective service.
- Providing cover when members of the private office team, particularly Executive Assistants are on leave.
- Provide cover for absences, peaks in workload and assist in situations needing additional resource to maintain efficiency across the team and office commensurate to the role.

Principal Accountabilities

1. Support the Police and Crime Plan by ensuring the Directorate team has a professional and effective level of administrative support to assist the team in undertaking their roles. This includes the team's day to day activities, post, travel arrangements and resources such as computers, equipment, office supplies and other tools and third-party resources.
2. Supporting Executive Assistants in managing diaries by arranging meetings and events with appropriate resources including room booking and technically proficient usage of projection systems, whiteboards, meeting software, audio equipment and related tools.
3. Coordinating diaries across the Deputy Mayor, chief executive, director and senior leadership team to ensure regular meetings are arranged and well managed and ensure consistent attendance at meetings at the right level.
4. Liaising with diary colleagues across the GLA.
5. Maintaining a well-stocked stationary supply.
6. Supporting Executive Assistants in managing processing and feedback on Deputy Mayoral submissions and correspondence.

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 Deputy Mayor for Policing and Crime
Accountable for:	Staff and resources allocated to the job
Principal contacts:	Directors, all staff across MOPAC, Mayor's office, Deputy Mayor for Policing and Crime, DMPC's Policy Adviser, GLA Executive Office, key senior external stakeholders, political office holders.

Person specification

Technical requirements:

1. Experience of providing a professional support service at a senior level including diary management and minute taking experience.
2. Excellent IT skills including Microsoft Office 365.
3. Excellent organisational skills, ability to multi-task and organise others.
4. Ability to filter information and assess priorities.
5. Ability to exercise discretion in dealing with confidential or sensitive matters.
6. Confident and able to work on own initiative and with limited supervision.

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 standard within the required timeframe.

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: April 2021

