

## JOB REMIT

<b>Role</b>	Senior Policy and Commissioning Manager	<b>Team</b>	Violence Reduction Unit
<b>Reports To</b>	Head of VRU	<b>Directorate</b>	Violence Reduction Unit
<b>Post Reference</b>		<b>Grade</b>	4

### Purpose of the Role

The London Violence Reduction Unit is a high-profile, high-priority programme for the Mayor. The post holder will lead and performance manage a team responsible for developing and delivering policy, work programmes and commissioning services in support of the Violence Reduction Unit.

They will be expected to work collaboratively and build constructive relationships across the VRU partners, as well as with prospective providers, external partners and stakeholders to achieve MOPAC and VRU priorities.

### Main Duties and Key Accountabilities of the jobholder

- Work with the Head of the VRU to contribute and deliver the work programme of the VRU MOPAC's commissioning strategy.
- To be involved in all aspects of the commissioning cycle, working in partnership with Criminal Justice and Commissioning colleagues to ensure effectiveness and value for money is achieved.
- Work across teams and directorates to ensure commissioned services meet organisational needs, relevant due diligence checks have been undertaken and reporting and quality measures are in place.
- Lead and performance manage an operational team on developing and delivering policy, work programmes and commissioned services.
- Responsible for administering and monitoring MOPAC's commissioning arrangements to ensure the application of MOPAC funds effectively support the aims and activity of the VRU
- Build strong working relationships with partners across the VRU and external stakeholders, ensuring that the stakeholder management is prioritised in the policy development process and communication of the programme's process and actions are of very high quality and key influencers are prioritised;
- Ensure the team is informed on key national policy issues in relation to violence reduction, criminal justice, policing and community safety, advising the Mayor and Deputy Mayor of Policing and Crime as appropriate
- Contribute to MOPAC's oversight of critical community issues, e.g. stop and search and hate crime
- Oversee briefings, correspondence and advice to senior decision-makers and colleagues on MOPAC policy relating to Violence Reduction
- Coordinate governance arrangements surrounding the VRU
- Contribute to the leadership and effective management of the organisation and the

development of a delivery culture which enables MOPAC to improve, innovate and effectively deliver the Mayor and Deputy Mayor's.

### **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.

Close working with the Deputy Mayor for Policing and Crime, Deputy Mayor for Communities and Social Inclusion, the Mayoral Directors, senior managers in GLA and MOPAC, press office, the Met, communities groups, key individuals involved in this policy area, local authorities, Home Office and others as required.

### **Role Requirements**

Significant management experience of commissioning, working in partnership and service delivery within a criminal justice environment. A proven track record of successful commissioning and involvement throughout the commissioning cycle. A strong understanding and knowledge of criminal justice policy, crime and violence reduction and policing. The ability to manage and lead effective teams holding them to account through performance management and deliver outcomes.

Collaborative and solution focused manager who can work across teams, directorates and partner organisations to achieve VRU priorities. Strong ability to build relationships, influence and negotiate with prospective providers of commissioned services, stakeholders and partners. Skills at working across organisational boundaries, building rapport and motivating others to succeed.

The post holder will be expected to take on such corporate responsibilities as may be necessary from time to time. This role will require the need to work outside office hours occasionally.

### **Required Competencies**

- Ability to galvanise rapid action across a broad programme, and focus on delivery
- Understands the challenges of implementing violence reduction programmes in London
- Experience of commissioning services in a public sector setting and a thorough understanding of the whole commissioning process.
- Exceptional ability to communicate, build relationships, influence and negotiate with prospective providers stakeholders and partners.
- Committed to quality outcomes and value for money for commissioned and operational services.
- Ability to work in a pressured environment and deliver MOPAC priorities at pace.
- Significant experience of managing high performing teams to deliver outcomes and maintain service delivery.
- Managing a quality service - Define and integrate clear structures, policies, systems and resources to promote efficient service delivery.
- Ability to work across teams and directorates to deliver MOPAC and VRU priorities.
- Experience of leading pan-London programmes

### **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

### **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.

### **Management Responsibilities**

- To ensure, with MOPAC's CEO and, where appropriate, legal advisors, that the Mayor, DMPC and MOPAC fulfil their legal and audit related obligations, are statutorily compliant and respond efficiently and effectively to relevant London Assembly committees and sub-committees
- Fully contribute to the effective leadership of the organisation & the development of a delivery culture enabling MOPAC to improve & innovate and effectively deliver the Mayor & Deputy Mayor's visions.
- To promote equality and inclusion across all of MOPAC's programmes and employment through policy initiatives, personal example, open commitment, clear action and direction.
- Responsible for the effective management of performance and capacity with direct reports, confidently resolving people issues and supporting team members in their professional

development and designing individual, team and corporate development.

## **MOPAC COMPETENCY FRAMEWORK**

### **Manager/Senior Specialist Competencies applicable to this post;**

#### **1 Delivering Outcomes**

*Delivers quality outcomes to meet objectives*

Works in partnership 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, and monitoring the performance of others where relevant. Adapts and responds to shifting priorities. Deals with challenges and generates solutions. Reviews working practices and acts to improve service delivery.

*Manages work through informed and reliable judgement*

Implements plans and considers contingencies. Gathers and evaluates information to inform decision-making, and minimise risk where practicable. Provides guidance and support, seeking it where appropriate. Takes responsibility to promote improvement by identifying, sharing and applying lessons learnt.

#### **2 Organisational Influence**

*Provides strong leadership*

Provides visible, approachable leadership and leads by example. Values and motivates colleagues, dealing with their concerns in a consultative way. 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.

Ensures professional standards are upheld and that senior decisions are acted upon. Manages performance and staff issues appropriately and fairly where relevant. Shows initiative, personal resilience and motivation to deliver a quality service, demonstrating ownership over area of responsibility. 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. Works collaboratively across and outside of MOPAC where practicable, upholding organisational reputation.

#### **3 Productivity**

*Manages the right resources to enable effective working*

Plans and prioritises work, aligning resources to achieve local objectives. Distributes work fairly according to capacity, knowledge and skills where relevant. Uses MOPAC resources ethically and appropriately, ensuring others do the same.

*Ensures efficient working*

Ensures and encourages efficient working. Makes sound workload and deployment judgements to maximise efficiency appropriately. Reviews working practices and strives to improve efficiency.