

## JOB REMIT

<b>Role</b>	Programme Manager – Violence Reduction	<b>Team</b>	VRU
<b>Reports To</b>	Senior Policy and Commissioning Manager	<b>Directorate</b>	VRU
<b>Post Reference</b>		<b>Grade</b>	5
<b>Purpose of the Role</b>			
<p>The London Violence Reduction Unit is a high-profile, high-priority programme for the Mayor. The post holder will develop and deliver policy, work programmes and commission services in support of the Violence Reduction Unit.</p>			
<b>Main Duties and Key Accountabilities of the jobholder</b>			
<ul style="list-style-type: none"> <li>• Lead on the development and delivery of projects and programmes of work in the VRU</li> <li>• Convene and work with stakeholders, voluntary and community sector and other partners to ensure commitments are delivered</li> <li>• Act as a focal point for several key 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;</li> <li>• Develop, administer and monitor MOPAC’s commissioning arrangements to ensure that the application of MOPAC funds effectively support the aims and activity of the VRU</li> <li>• Support engagement functions and activities.</li> <li>• Produce briefings and respond to correspondence.</li> <li>• Support the coordination and governance arrangements surrounding the VRU</li> <li>• Advise senior decision-makers and colleagues on MOPAC policy relating to violence reduction</li> <li>• Contribute to materials and briefings for Justice Matters and other MOPAC meetings to hold the MPS and other agencies to account as required.</li> <li>• Help ensure 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.</li> </ul>			
<b>Working Relationships and Contacts</b>			
<p>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.</p>			

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 / Person Specification

### Essential:

Educated to degree level or equivalent experience, and/or relevant programme management qualification and experience.

Experience of policy development and implementation.

Experience of commissioning complex services or programmes.

Knowledge of crime reduction with specific expertise and experience of violence reduction programmes.

Exceptional ability to build relationships, influence and negotiate with stakeholders and partners.

Ability to operate in a fast-paced, political environment and/or high profile area of business.

### Desirable:

Expertise and experience in one of the following;

- Working with those involved in/ experiencing violence (including youth violence and violence against women and girls)
- Community Involvement/ Asset-Based Community Development
- Addressing disproportionality
- System change

### 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.

## **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.