

JOB DESCRIPTION

Role	Executive Assistant to Director, Violence Reduction Unit	Team	Violence Reduction Unit
Reports to	VRU Director	Directorate	Violence Reduction Unit
Responsible for		Budget	
Post Reference		Grade	6

Purpose of the Role

The London Violence Reduction Unit is a high-profile, high-priority programme for the Mayor. The post holder will support the work of the VRU by assisting the Director of the Violence Reduction Unit to manage relationships with stakeholders, Members and Officers and aiding partnership engagement.

To provide a high quality, full service of executive support to Director of the VRU, which is responsive to their needs and contributes to making their role effective. To work collaboratively and play a pivotal role in delivering the VRU's approach to stakeholder management, co-ordinating internal and external information-sharing processes to underpin a responsive and helpful service to the Director. The post holder will act as the point of contact between the Mayor's office, Metropolitan Police/MOPAC/GLA, other Stakeholders and the VRU.

To provide cover with the Executive Assistants supporting senior staff in MOPAC across the full range of these duties as required.

Main Duties and Key Accountabilities of the jobholder

- Act as the first point of contact for the Director of the VRU including managing/screening calls, emails, correspondence and visitors.
- To co-ordinate seamless professional support to the Director of the VRU to ensure the Mayor's objectives in the VRU are met
- Understand relevant VRU, GLA and MOPAC organisational policies and procedures necessary to ensure appropriate decision-making protocols are followed.
- To liaise with the relevant teams in MOPAC and the GLA on behalf of the Director of the VRU to prepare confidential correspondence, PowerPoint presentations, briefings, speeches, reports and position papers, as required.
- To respond on behalf of the Director of the VRU as instructed to a wide range of complex internal and external enquiries, and as far as is possible process these through to their resolution
- To provide support to the of the VRU across a range of working parties, consultative bodies and project teams in MOPAC, the GLA, across the GLA Group and partner organisations.
- Efficiently meets the needs of the Director of the VRU by anticipating workload and ensuring they carefully briefed on agendas and producing appropriate materials, briefings, agendas diary packs, etc. as required.
- To provide an effective interface between the VRU and the Mayor's Office, internal and external stakeholders including, Policy Advisers, MOPAC / GLA Non- Executive Advisers and political office holders, Officers within the Greater London Authority, Metropolitan Police, business and voluntary organisations and members of the communities across London.

- Build and maintain effective relationships at all levels and be politically astute.
- To work closely with the other Executive Assistant to keep abreast of appointments to ensure that VIP meetings are used to best effect and that the VRU is maintaining regular contact with and exercising positive influence over the relevant stakeholders.
- To develop, maintain and review, effective information systems, to enable the prompt provision of information and response to queries, thereby ensuring the Director of the VRU is able to fulfil their role.
- Maintain a flexible, positive and professional attitude.

Working Relationships and Contacts

Mayor of London, Deputy Mayor for Policing and Crime, MOPAC Chief Executive Officer, GLA Chief Executive Officer, MOPAC and GLA Directors, MOPAC and GLA Executive Offices all staff across City Hall, Mayor's office, key senior external stakeholders, political office holders.

Role Requirements Qualifications and Competencies (academic and professional, knowledge, skills and experience required to do the job)

Significant experience of providing a professional executive support service in a political environment using high levels of autonomy and intuition. Relevant qualifications and/or high level secretarial and PA skills, minute taking experience and diary management. Excellent organisational skills, ability to multi-task and organise others. Ability to filter information and assess priorities. Ability to exercise discretion in dealing with confidential or sensitive matters. Confident and able to work on own initiative and with no supervision. The postholder will be astute to the political sensitivities, boundaries and accountabilities of the roles of the Director VRU, Mayor and Deputy Mayor for Policing and Crime.

Required Competencies

Setting Direction

1. Seeing the Big Picture - Be alert to emerging issues and trends which might impact or benefit own and team's work
2. Changing and Improving - Be willing to meet the challenges of difficult or complex changes, encouraging and supporting others to do the same
3. Making Effective Decisions - Recognise scope of own authority for decision making and empower team members to make decisions

Engaging People

4. Leading and Communicating - Communicate in a succinct, engaging manner and stand ground when needed
5. Collaborating and Cross Team Working - Readily share resources to support higher priority work, showing pragmatism and support for the shared goals of the organisation
6. Building Capability for All - Identify and address team or individual capability requirements and gaps to deliver current and future work

Delivering Results

7. Achieving Outcomes - Consider alternative ways of working with stakeholders and contractors to identify more efficient outcomes, balancing cost, quality and turn-around times
8. Delivering Value for Money - Monitor the use of resources in line with organisational procedures and plans and hold team to account
9. Managing a Quality Service - Develop, implement, maintain and review systems and service standards to provide quality, efficiency and value for money
10. Delivering at Pace - Take responsibility for delivering expected outcomes on time and to standard, giving credit to teams and individuals as appropriate.

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 Drivers for Effective Performance

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.

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.

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 MPS needs. Uses MPS resources efficiently, ethically and appropriately. Shows support for efficient working.