

The Mayor's Office for Policing and Crime

Job Description

Role	Head of Policing Policy	Grade	G3
Reports To	Head of MPS Oversight and Performance	Post Ref	E1037
Directorate	Strategy and MPS Policing	Team	Policy Team

Job purpose

1. Produces and maintains MOPAC's policies for key policing issues, to a high professional standard, which meet the needs of the Mayoralty;
2. Produces and maintains MOPAC's policies for key corporate issues that affect the organisation or Police and Crime Commissioner, to a high professional standard, which meet the needs of the Mayoralty;
3. Oversees the work of the Policing Policy Team, quality assuring their output and leading the professional development of Policy Officers.
4. Develops and implements new standards and processes to professionalise policy development across MOPAC.

Principal Accountabilities

1. Work with the Director of Strategy and Head of MPS Oversight and Performance, and members of the Senior Leadership Team to produce MOPAC policies on key strategic policing issues.
2. Identify and develop proactive policing policy. For example, drugs, cyber-crime and child protection, working with the Head of MPS Oversight - Operational Policing and National Engagement as required.
3. Identify and develop reactive policing policy on issues that require additional policy development, and which were not predicted and included in the Police and Crime Plan.
4. Ensure the quality and timeliness of work of the Policy Officer team by setting standards and monitoring team output.
 - a. Ensure that the Deputy Mayor for Policing and Crime is properly briefed on key policy issues, that briefings are of a high standard and are delivered in a timely manner.
 - b. Quality assure responses to consultations and publications on relevant policing policy issues, as well as correspondence from partners, notable individuals or organisations, or the public. Ensure that the team output meets the required standard within agreed time limits.
 - c. Provide sign off for responses to Mayoral Questions, taking responsibility for ensuring that said responses are drafted to the requisite standard, cognisant of linked policy issues and delivered within agreed time limits.

5. Identify and develop corporate policy as required. Respond to national Government and APCC consultations, and lobbying on matters that affect Police and Crime Commissioners.
6. Work with the Head of Strategy Development and Communications to provide policy advice and capacity support for the production of key MOPAC Strategies or Action Plan documents, including deciding on the tasking of Policy Development Officers to assist.
7. 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.

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:	Head of MPS Oversight and Performance
Accountable for:	Grade 4 Governance, Risk and PMO Manager, 5 x G6 Policy Officers
Principal contacts:	DMPC, MOPAC Board, Mayoral Director of Policy, MOPAC SLT, Heads of Policing Oversight, MOPAC Secretariat and Private Office, MOPAC Evidence & Insight Team, Greater London Authority officials, External: MPS Strategy and Governance team, national and local Government officials

Person specification

Technical requirements:

1. Extensive experience of developing and implementing policy in complex and controversial subject areas
2. Proven track record of an ability to explain complex operational and legal matters in simple terms and provide innovative solutions to problems.

3. Significant experience of working with politicians to develop and agree policy
4. A strong understanding of policing, the criminal justice system and local government would be desirable.
5. Ability to work in a pressured environment and deliver MOPAC priorities at pace.
6. Significant experience of managing high performing teams to deliver outcomes and maintain service delivery.
7. Ability to work across teams and directorates to deliver MOPAC priorities, building rapport and motivating others to succeed.

Behavioural competencies

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.

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.

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: June 2022