

The Mayor’s Office for Policing and Crime

Job Description

Role	Programme Support Coordinator	Grade	7
Reports To	Programme Manager	Post Ref	P1233
Directorate	Strategy and MPS Oversight	Team	Soteria Bluestone

Job purpose

1. To support the delivery of Operation Soteria Bluestone Programme, a national programme led by the National Police Chief’s Council and hosted by the London Mayor’s Office for Policing and Crime (MOPAC), which is working to transform the policing response to rape and serious sexual offences (RASSO).
2. To provide project and programme support to the team to deliver research and change in police forces nationally.
3. To liaise with academic researchers, police forces and key stakeholders to ensure the programme is delivered on time, to the quality required and to budget.

Principal Accountabilities

1. Support the Programme Manager and Programme to deliver the programme commitments and identifying interventions in support of underperforming partners.
2. Leading the drafting, reviewing and updating of project plans, and risk registers.
3. Build relationships with and liaise with key national stakeholders and partners to enable the delivery of the programme. .
4. Provide secretariat support to the team, including meeting arrangements, drafting agendas and minuting meetings.
5. Support the financial management of the programme, including helping with budgeting, tracking, invoicing and preparing Home Office returns to ensure the effective management of funds.

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:	Programme Manager
Accountable for:	Staff and resources allocated to the job
Principal contacts:	All staff across the Soteria Bluestone Team Within Soteria Bluestone - with Sarah Crew, the SRO, Strategic Advisor Professor Betsy Stanko, Academic Lead Dr Katrin Hohl, the 6 Academic Pillar Leads and commercial teams from participating universities and the 5 RASSO leads and 5 project managers from all participating Soteria Bluestone police forces. Nationally - strong working relationships with the Home Office, NPCC, APCC, College of Policing, all 43 Soteria Bluestone Forces, CPS and key partners across government, the criminal justice system and third sector.

Person specification

Technical requirements:

1. Experience of leading the delivery of project objectives
2. Ability to use project management skills to develop, review and maintain project plans and risk registers
3. Ability to build good working relationships within team members, stakeholders and partners
4. Excellent written and verbal communication skills
5. Confident and able to problem solve
6. Excellent organisational skills, ability to multi-task, organise and work at pace, ideally in a political environment

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.

Works to support effective decision-making

Helps others by supplying them with appropriate information and support where relevant. Ensures appropriate record keeping, feeding back learning for future working.

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: February 2022