

JOB REMIT

Role	Information Governance Officer	Team	Private Office / Company Secretariat
Reports To	Information Governance Manager / Corporate Administration Manager	Directorate	Strategy
Post Reference	MOPAC 110	Grade	7
Purpose of the Role			
<p>Deliver effective correspondence and information handling arrangements including Mayor's Questions, routine correspondence, Data Protection Act requests and FOI requests and support the Police and Crime Plan through contribution towards 20% increase in public confidence. Deliver support to corporate meetings and ensure that MOPAC's decision making processes are efficient and effective and support transparency and good decision making across the organisation.</p> <p>There will be two roles delivering against this job description, in order to gain resilience and capacity. The post holders will work to different line managers as one will specialise in transparency information and the other in FOIs, although each will be able to cover the work of the other.</p>			
Main Duties and Key Accountabilities of the jobholder			
<ul style="list-style-type: none"> • Maintain and administer the systems for receiving, handling and managing the response to large volumes of Mayor's questions, routine correspondence, Data Protection Act requests and FOI requests for MOPAC. • Support Private Office by liaising with colleagues across MOPAC, the GLA and MPS to ensure the maintenance of high standards of consistency and timeliness in handling correspondence and complaints. • Ensure that the decision making framework operates smoothly and effectively. This includes the timely handling of weekly decisions folder and submissions to the COO and DMPC, and providing procedural advice on these processes to colleagues across MOPAC and contributing to continual process improvement. • Provide support to colleagues across MOPAC on compliance with FOI requests ensuring that the organisation fully meets its obligations. • Support work on continuous improvement of procedures for handling high volume accountability arrangements requiring cross-organisational contributions e.g. mayor's questions. • To support the professional standards team in drafting correspondence (<i>including complaints and professional standards administrative processes</i>) and other activities commensurate with this post as required. • Prepare and commission all relevant reporting to meetings, implementing procedures to ensure the timely production, dispatch, retention, publication and recall of documents. Consider the sensitivity of documentation and implement data protection and protective marking procedures. • Record all outcomes and ensure that, through liaising with the MPS and the GLA, appropriate action is taken across the organisation in response to decisions taken at meetings, or in line with the decision making framework. • Ensure participants are briefed on key issues prior to meetings and that early warning of issues is 			

provided as required.

- Responsible for the management of a number of corporate meetings as required by the Corporate Administration Manager. This will include developing programmes of work (typically quarterly or annual) which support the delivery of MOPAC's objectives, and all relevant administration including scheduling meetings, producing agendas, and drafting accurate records.
- To contribute to the development of briefings and research reports, as required.
- Maintain corporate records and databases such as the register of interest, gifts and hospitality register, and non-employee records.
- Responsible for ensuring that the DMPC receives high quality briefings for all meeting as required, in a timely manner

Working Relationships and Contacts

The post holder will be required to develop and maintain effective working relationships across the GLA family, NEA's, senior executives and the Metropolitan Police in particular.

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

Proven record of dealing with senior executives in a political environment.
Strong written and spoken English and demonstrable experience of formal written correspondence.
Evidence of supporting senior executives through briefings, external communications, confidential meeting, supported by strong administrative and organisational skills.
Ability to take accurate formal minutes and actions of meetings; working to tight deadlines and ability to research and collate information.

Required Competencies

Setting Direction

1. Seeing the Big Picture - Actively seek out and share experience to develop understanding and knowledge of own work and of team's business area
2. Changing and Improving - Conduct regular reviews of what and who is required to make a project/activity successful and make on-going improvements
3. Making Effective Decisions - Demonstrates awareness of the MOPAC's decision making process and how to use them

Engaging People

4. Leading and Communicating - Communicate using appropriate styles, methods and timing, including digital channels, to maximise understanding and impact
5. Collaborating and Cross Team Working - Establish relationships with a range of stakeholders to support delivery of business outcomes
6. Building Capability for All - Take responsibility for the quality of own work and seeking opportunities for improvement through continuous learning

Delivering Results

7. Achieving Outcomes - Fully meet commercial confidentiality and data security requirements in contracts
8. Delivering Value for Money - Understand that all actions have a cost and choose the most effective way to do something in a resource efficient way
9. Managing a Quality Service - Ensure that levels of service are maintained – flag up risks or concerns in order to meet customer requirements

10. Delivering at Pace - Take ownership of problems in their own area of responsibility

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.