

## JOB REMIT

<b>Role</b>	Director of Strategy	<b>Team</b>	Strategy
<b>Reports To</b>	Chief Executive Officer	<b>Directorate</b>	Strategy
<b>Responsible For</b>	Strategy Directorate	<b>Budget</b>	
<b>Post Reference</b>		<b>Grade</b>	SMT
<b>Purpose of the Role</b>			
<p>To work in conjunction with the Chief Executive and Deputy Mayor for Policing and Crime to determine the strategy, planning and business associated with the leadership of MOPAC, in response to the political, economic, social, technological, legal and environmental demands placed upon the Mayoralty, Metropolitan Police Service and London Criminal Justice System.</p> <p>To provide leadership and management for the following functions:</p> <ul style="list-style-type: none"> <li>• Strategy, planning and performance management</li> <li>• Evidence and insight</li> <li>• Communications, public relations and public affairs</li> <li>• Private office and administration</li> </ul> <p>To work corporately as a member of the MOPAC Senior Management Team, leading on and contributing to cross cutting work programmes, projects, objectives and performance targets as required to meet the stated outcomes of the Police and Crime Plan.</p>			
<b>Main Duties and Key Accountabilities of the jobholder</b>			
<p>1. To oversee the development and preparation of MOPAC's strategies, including content, timescales and process requirements for developing, consulting on and implementing the strategies and, in particular, the Police and Crime Plan.</p> <p>2. To ensure that strategies and plans reflect the current political, economic, social, technological, legal and environmental agendas, are mutually supportive, and that objectives are properly identified, challenging authors to ensure that plans reflect high aspirations, vision and demanding but achievable goals.</p> <p>3. To advise the Chief Executive and Deputy Mayor for Policing and Crime on any major risks, issues or other developments affecting MOPAC's future role or direction and present suitable proposals for changes to roles/functions/processes/relationships and/or new initiatives/activities in order to properly manage the implications.</p> <p>4. To provide professional advice on strategy, planning and performance management by:</p>			

- setting and communicating corporate standards
- monitoring the implementation of the MOPAC's strategic objectives, and
- raising the quality and co-ordination of strategic and service planning and policy making across MOPAC to ensure that all strategies and plans support corporate aims.

5. To oversee the research and analytical capacity of MOPAC and provide the evidence base necessary to support policy and service development.

6. To direct the provision of both proactive and reactive (issue management) communications activities, including online, media relations and marketing, in partnership with the GLA and MPS communications functions, to ensure appropriate messaging and presentation of MOPAC, its policies and activities.

7. To oversee the provision of an effective and efficient private office service to the Chief Executive and Deputy Mayor for Policing and Crime, and administration function (including responding to committee requests, assembly member enquiries and mayoral questions), ensuring all MOPAC and GLA standards for responsiveness and transparency are met.

8. To contribute to the strategic and operational management of MOPAC through membership of the Senior Management Team and by acting as a corporate ambassador for MOPAC internally and externally.

#### **Working Relationships and Contacts**

The post holder will be required to develop and maintain strong, collaborative and effective working relationships in a highly complex, demanding, and changing environment across Central Government, the GLA family, partner agencies and their representative bodies (especially the London Crime Reduction Board) the Metropolitan Police and statutory and third sector partners.

#### **Role Requirements**

Significant senior leadership experience in a policing, criminal justice or similarly complex stakeholder environment. Strong strategy development ability with strong analytical skills. Good knowledge of public sector governance arrangements and the requirements of public accountability and transparency. Strong track record of stakeholder engagement, building networks of influence and delivering public participation and involvement. Proven history of building, motivating and inspiring effective teams and holding them to account through rigorous performance management and the delivery of measurable outcomes.

The post holder will be expected to make a full contribution to MOPAC's SMT and take on such corporate responsibilities as may be necessary from time to time. This role will require the need to work outside office hours.

### **Competencies**

An appropriate degree and/or a relevant professional qualification and evidence of continuing professional development.

Ability to think and act strategically, developing practical, innovative and creative solutions whilst maintaining a clear overview of issues and to give objective and timely advice and appropriate information on relevant matters.

Ability to build and manage effective teams that deliver high standards, collaborative working and integrated solutions to complex and challenging problems.

Good influencing skills and the ability to deliver through personal credibility rather than managerial authority, with the specific capability to influence senior strategic decision-makers.

Ability to create a culture of flexibility and responsiveness, mobilising others to respond swiftly to changing priorities and turn ambiguous or difficult situations into opportunities.

A proven track record of formulating, leading and implementing successful strategies that cross service, organisational and/or professional boundaries.

Experience of developing and managing significant partnership projects which involved a range of sectors and resulted in improved outcomes.

Experience of successfully establishing effective performance measures and a performance culture that drives continuous improvement.

Highly developed oral, written and presentation skills with the ability to communicate in a clear and concise manner with a wide range of audiences.

A practical understanding of the role of communications, public relations and media management in the public sector context.

Ability to effectively manage budgets, projects and programmes of work to meet defined, agreed targets and priorities.

An understanding of the environment in which MOPAC works and its mission.

An understanding of the link between strategy, policy and operational management

High standards of conduct, integrity and probity.

### **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.

### **Management Responsibilities**

- To ensure, with MOPAC's CEO and, where appropriate, legal advisors, 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
- Fully contribute to the effective leadership of the organisation and the development of a delivery culture which enables MOPAC to improve and innovate and effectively deliver the Mayor and Deputy Mayor's visions.
- To promote equality and inclusion across all of MOPAC's programmes and employment through policy initiatives, personal example, open commitment, clear action and direction.
- Responsible for the 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. Undertake mentoring and coaching roles within the organisation ensuring the necessary development of skills and capabilities needed.