

## JOB REMIT

<b>Role</b>	Head of Strategy and Governance	<b>Team</b>	Strategy
<b>Reports To</b>	Director of Strategy	<b>Directorate</b>	Strategy
<b>Responsible For</b>	Governance, Risk, Programme Planning of Police and Crime Plan, Performance, Private Office and Communications	<b>Budget</b>	
<b>Post Reference</b>		<b>Grade</b>	MOPAC 2
<b>Purpose of the Role</b>			
<p>The Head of Strategy and Governance will be responsible for the overall portfolio management of the Police and Crime Plan. The post holder will identify and mitigate the risks and issues impacting on delivery, and ensure effective Governance throughout MOPAC. The post is responsible for supporting strategy development, operational oversight of the Metropolitan Police Service, democratic accountability and communications.</p>			
<b>Main Duties and Key Accountabilities of the jobholder</b>			
<ul style="list-style-type: none"> <li>• <b>Programme Management</b> - Leading the Programme Management of the Police and Crime Plan;</li> <li>• <b>Risks and Issues</b> - Leading the Risk Register and Issues Log processes - problem solving issues by Oversight of the Met, Convening partners, Delivering and/or Communicating;</li> <li>• <b>Performance and Insight</b> - Working with the Head of Evidence &amp; Insight to horizon scan and identify issues within the performance data and leading the Oversight Board scrutiny of the Quarterly Performance and Finance pack;</li> <li>• <b>Estates and Digital</b> – developing future proofed Estates and Digital strategies. Overseeing the delivery of strategies across MOPAC. Act as the organisation’s Data Protection Officer.</li> <li>• <b>Governance</b> - Leading the Governance Improvement Plan of MOPAC. Ensuring that MOPAC has effective internal governance;</li> <li>• <b>Stakeholder management</b> - Working with the Head of External Relations, Head of Community Engagement and Head of Strategic Partnerships to manage stakeholder plans and communicate the work of MOPAC;</li> <li>• <b>Horizon scanning, future planning and strategy development</b> - Leading the development of the next Police and Crime Plan 2021 – 2026;</li> <li>• <b>Co-ordination across Mayoralty</b> - Supporting staff across GLA, MOPAC and the Mayor’s Office to ensure coordination and good communications on this subject matter. This will include work with other teams outside her/his control (e.g. social inclusion, wider MOPAC, press office etc), in order to provide the best overall service to the Mayoralty.</li> </ul>			
<b>Working Relationships and Contacts</b>			
<p>Close working with the Deputy Mayor for Policing and Crime, Deputy Mayor for Communities and Social Inclusion, the Mayoral Directors, senior managers in GLA and MOPAC, staff in community engagement and communication roles across the GLA family, press office, the Met, community groups, key individuals involved in this policy area, local authorities, Home Office and others as required.</p>			

## Role Requirements

### 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 - Find ways to improve systems and structures to deliver with more streamlined resources
3. Making effective decisions - Identify a range of relevant and credible information sources and recognise the need to collect new data when necessary from internal and external sources

#### Engaging People

4. Leading and communicating - Take opportunities to regularly communicate and interact with staff, helping to clarify goals and activities and the links between these and departmental strategy
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 - Proactively manage own career and identify own learning needs with line manager, plan and carry out work-place learning opportunities

#### 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 - Recommend actions to achieve value for money and efficiency
9. Managing a quality service - Develop proposals to improve the quality of service with involvement from a diverse range of staff, stakeholders or delivery partners
10. Delivering at pace - Plan ahead but reassess workloads and priorities if situations change or people are facing conflicting demands

### MOPAC Organisational Values

The work that MOPAC performs makes a significant contribution to the safety and security of Londoners and the organisation seeks to maintain and build trust and confidence with all its partners and the public it serves in discharging this important responsibility. To achieve this all MOPAC employees are expected to uphold the standards expected of those working in public service and demonstrate the following values in all they do;

Leadership; Supporting and challenging ourselves and others to make Londoners safer

Contribution; Giving our best in our roles and helping colleagues to achieve and develop in theirs

Innovation; Willing to try new ideas to make things better, using research and evidence to prove what works and to learn from what doesn't

Cooperation; Bringing people and organisations together to better serve Londoners

Honesty; Doing the right thing - behaving ethically, with integrity, impartiality and transparency

Respect; Treating others as we would like to be treated ourselves

General Responsibilities
<ul style="list-style-type: none"> <li>• To adhere to MOPAC's Equality &amp; Diversity and Equal Opportunities policies in all activities.</li> <li>• 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.</li> <li>• To work in accordance with data protection policies and adhere to Freedom of Information policies where appropriate.</li> <li>• To undertake such other duties as may be reasonably expected.</li> </ul>
Management Responsibilities
<p>Line Management Responsibilities:</p> <ul style="list-style-type: none"> <li>- Management of Corporate Development Manager and its Risk Register and flexible Issues management</li> <li>- Management of Head of Private Office and its democratic/transparency functions</li> <li>- Management of Head of External relations and its communication and digital functions</li> <li>- Management of Head of Operational Oversight</li> </ul>

## MOPAC COMPETENCY FRAMEWORK

### Manager/Senior Specialist Competencies applicable to this post;

#### 1 Delivering Outcomes

##### *Delivers quality outcomes to meet objectives*

Works in partnership 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, and monitoring the performance of others where relevant. Adapts and responds to shifting priorities. Deals with challenges and generates solutions. Reviews working practices and acts to improve service delivery.

##### *Manages work through informed and reliable judgement*

Implements plans and considers contingencies. Gathers and evaluates information to inform decision-making, and minimise risk where practicable. Provides guidance and support, seeking it where appropriate. Takes responsibility to promote improvement by identifying, sharing and applying lessons learnt.

#### 2 Organisational Influence

##### *Provides strong leadership*

Provides visible, approachable leadership and leads by example. Values and motivates colleagues, dealing with their concerns in a consultative way. 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.

Ensures professional standards are upheld and that senior decisions are acted upon. Manages performance and staff issues appropriately and fairly where relevant. Shows initiative, personal resilience and motivation to deliver a quality service, demonstrating ownership over area of responsibility. 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. Works collaboratively across and outside of MOPAC where practicable, upholding organisational reputation.

### **3 Productivity**

*Manages the right resources to enable effective working*

Plans and prioritises work, aligning resources to achieve local objectives. Distributes work fairly according to capacity, knowledge and skills where relevant. Uses MOPAC resources ethically and appropriately, ensuring others do the same.

*Ensures efficient working*

Ensures and encourages efficient working. Makes sound workload and deployment judgements to maximise efficiency appropriately. Reviews working practices and strives to improve efficiency.