

JOB REMIT

Role	Head of Workforce and Professional Standards	Team	Workforce and Professional Standards
Reports To	Chief Finance Officer	Directorate	PRP
Responsible For	Workforce and Professional Standards Team	Budget	
Post Reference		Grade	3
Purpose of the Role			
Contribute to the delivery of the Mayor's Police and Crime Plan by increasing public confidence and efficiency of the MPS through leading MOPAC's oversight of the MPS workforce including conduct and complaints. Contribute to public confidence in policing, through delivery of MOPAC professional standards responsibilities.			
Main Duties and Key Accountabilities of the jobholder			
• Deliver effective scrutiny of the MPS transformation programme thereby contributing to the Mayor's commitment to improve effectiveness and efficiency of the MPS • Strategic engagement and influence with MPS transformation programmes to ensure effective and satisfactory MOPAC oversight and accountability. • Lead and manage effective mechanisms within MOPAC to ensure compliant and transparent decision making in line with the MOPAC Scheme of Delegation, Financial and Contract Regulations • Effective oversight of MPS People Strategy including recruitment, retention, progression, pay and conditions and diversity and inclusion, in support of the objectives within the Police and Crime Plan • Maintain effective MOPAC oversight of MPS learning and development, including the introduction of the Police Education Qualification Framework (PEQF) • Effective oversight of MPS professional standards responsibilities in line with Police Regulations and Statutory Guidance, working closely with the Independent Office for Police Conduct (IOPC) to maintain public confidence in the complaints system. • Lead and maintain robust procedures for handling MOPAC's statutory responsibilities in respect of professional standards responsibilities including appointment of Legally Qualified Chairs and Independent Panel Members; Police Appeals Tribunals and Pension forfeiture arrangements. • Lead and maintain effective arrangements covering MOPAC's responsibilities for handling complaints against the Commissioner. • Lead and contribute to policy development and work on a wide range of policing issues, across teams and Directorates. • Manage the development and provision of analytical products to drive MOPAC's oversight of MPS transformation, workforce and professional standards. • Build effective relationships, influence and negotiate with a large number of diverse external partners to achieve MOPAC's strategic outcomes. • Lead and manage the workforce and professional standards function, including the delivery of MOPAC's complaints responsibilities under the Policing and Crime Act 2017 • Drive continuous improvement and organisational learning by ensuring good financial control and manage risk accordingly. • MOPAC client lead for legal shared services arrangements and delegated responsibility for MOPAC's legal budget.			

Working Relationships and Contacts
The post holder will be required to develop and maintain effective working relationships across the GLA family, partner agencies and their representative bodies, the Metropolitan Police and statutory and third sector partners. There will also be effective working relationships with Home Office, Independent Office for Police Conduct (IOPC), Police Federation, Superintendent's Association, Met-TUS, MPS Independent Advisory Groups, Her Majesty's Inspectorate of Constabulary, Fire and Rescue Services (HMICFRS), College of Policing (COP), Offices of Police & Crime Commissioners (OPCCs), National Police Chiefs Council (NPCC), British Transport Police Authority, City of London Police Authority and MOD Police Authority in support of MOPAC's strategic outcomes.
Role Requirements
• Extensive strategic experience working at a senior level within policing or equivalent organisation. Degree level or equivalent experience. • Legal qualifications or legal experience within a policing environment with a good understanding of Police Conduct and Complaint Regulations. • Exceptional analytical skills and ability to build relationships, communicate, influence and negotiate with providers, stakeholders and partners at a strategic level. • A proven track record of leading, motivating and inspiring teams and holding them to account to deliver strategic outcomes. • Demonstrable skills to work across organisational boundaries, build rapport and motivate others to succeed. The post holder will be expected to take on such corporate responsibilities as may be necessary from time to time. This role will require the need to work outside office hours occasionally. MOPAC Organisational Values The work 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
• 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 adhere to MOPAC's Code of Conduct, including their responsibilities around preventing fraud, bribery and corruption
- To undertake such other duties as may be reasonably expected.

Management Responsibilities

- To ensure, with MOPAC's CEO and, where appropriate 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.

Head of Service

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.