

Chief Executive for MOPAC

Role Description

Job Title : Chief Executive
Salary Grade : Up to £150,000
Reports to : Deputy Mayor for Policing and Crime (DMPC)

Job Purpose

The role of the Chief Executive of the Mayor's Office for Policing and Crime (MOPAC) is to lead and manage the Mayor's Office for Policing and Crime and to be responsible for the operational management of the organisation and the delivery of MOPAC's Mission & Priorities. The Chief Executive reports to the Deputy Mayor for Policing and Crime (DMPC) who provides the political leadership of MOPAC on behalf of the Mayor.

Principal accountabilities

Statutory responsibilities

- Fulfil the statutory roles of Monitoring Officer and Head of Paid Service for MOPAC

Strategic Planning and Resource Management

- Lead and manage the organisation, including reviewing structures and re-organising as appropriate.
- Lead the development and delivery of MOPAC's activities and operations and ensure the efficient and effective delivery of all MOPAC's services.
- Deliver, review and improve performance against MOPAC's Mission and Priorities.

- Support the Deputy Mayor for Policing and Crime to develop the Police and Crime Plan and ensure the implementation and delivery of this.
- Enable appropriate challenge of the Metropolitan Police Services' strategic and financial performance.
- Ensure the effective alignment of strategic needs, priorities and budgets and ensure the continuous development and delivery of MOPAC's services.
- Lead the financial planning, budgetary, resourcing and asset management of MOPAC.
- In conjunction with the Chief Finance Officer, ensure propriety in the conduct of MOPAC's business, including making proper arrangements for tendering procedures and the letting of contracts.
- Deliver, review and improve performance against MOPAC's Information Strategy.
- Ensure the effective and efficient operation of internal and external audit functions, and any other aspects of internal control or external inspection.
- Lead the delivery of shared services for MOPAC to deliver the most cost effective and streamlined services.
- Ensure that financial efficiency and accountability are an integral part of the MOPAC work programme.
- Ensure that MOPAC performs its duties and responsibilities in relation to equalities and diversity.

Stakeholder engagement

- Develop and maintain strong positive relationships with the Mayor, Deputy Mayor, and Commissioner for the MPS amongst others.
- Lead and oversee MOPAC's internal and external media and communications activities
- Ensure effective and efficient engagement with both internal and external partners and stakeholders at the local, regional and national level
- Develop and maintain strong relationships with the MPS in order to ensure the effective working of both organisations.
- Attend the Police and Crime Committee and ensure the provision of information to the Committee and the broader public (including obtaining the views of the public, research, strategic needs assessments).
- Ensure effective community engagement underpins all scrutiny and planning work, to contribute to increased confidence in policing amongst London's diverse communities and ensure that planning is informed by consultation

Leadership of the Organisation

- Provide effective leadership for the organisation to ensure the development of a delivery culture which enables MOPAC to improve and innovate and effectively deliver the Mayor and Deputy Mayor's vision.
- Ensure an efficient organisation, structured to effectively deliver the Police and Crime Plan.
- Develop a strong performance management framework for the organisation.
- Ensure the Deputy Mayor is constantly briefed on issues affecting policing and crime reduction in London and be responsible for innovative and appropriate policy development.