**JOB DESCRIPTION**

**Job title: Head of Delivery**

**Grade:** Grade 11 (Subject to Job Evaluation)

**Directly responsible to:** Director of Violence Reduction Unit

**Directly responsible for:** Range of senior managers across the VRU including but not restricted to - Education Delivery Manager, Locality Manager, Sports & Positive Activities Impact Manager, Education Strategic Manager, VRU Exploitation Team, Safeguarding lead, VRU Communications functions

**Location:** Office of the West Midlands Police and Crime Commissioner, Lloyd House, Birmingham, B4, 6NQ

**Job Purpose:**

To work closely with the Director of the VRU to ensure effective delivery of the violence reduction partnerships ambitions.

To act as Deputy for the Director and represent them whenever required, including delegated authority for control of some internal budgets.

To lead the development, implementation and review of a Response Strategy that underpins the work of the Violence Reduction Unit, and delivers on behalf of the regional partnership, the VRU Director, and other violence reduction related governance structures.

To support the programme manager in the establishment of partnership governance structures in order to enable a wide range of individuals, statutory and non-statutory organisations to participate in and shape the work of the VRU and the violence reduction movement.

To act as the strategic lead for partnership working, building effective working relationships between the unit and the senior management teams within VRU partner organisations (including WMP, OPCC and others) to ensure the consistent, coherent and integrated delivery of the VRU’s ambition and leadership promises.

To support partners to link their strategic efforts to the VRU’s response strategy, supporting cross-organisational liaison at every level, to ensure a clarity of purpose and delivery.

To lead on the development and management of a VRU communications strategy which promotes a strong counter-narrative and is in line with pubic health approach. To provide advice, guidance and support to the VRU Director and the VRU partnership in relation to local, regional, and national public affairs, communications and engagement activity.

To lead the development of strong and professional working relationships to engage effectively with key external stakeholders such as funded organisations, community organisations, funders and government departments.

This role is politically restricted.

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| **Main duties and responsibilities** |
| **Strategy*** Develop and deliver (through a range of business areas) the VRU’s response strategy, setting out activity undertaken by the unit to prevent and reduce violence and monitoring progress towards the same
* Support partners in the development of their own strategic response to serious youth violence and implementation of the serious violence duty, including through facilitation, mentoring and collaboration with the & local authority level partnership boards
* Lead the development and implementation of the VRU’s public-health based Communication and Engagement Strategy in line with the strategy vision and values established by the Governance structures and the Director.
* Ensure that communication and engagement plans and delivery support the current and future strategic objectives of individual business areas, partners and funders
* Lead on internal (to each of the partners) and external communications and engagement activity in order to improve understanding of the VRU across all partner organisations

**Professional Leadership*** Lead and develop the internal engagement between different VRU functions, encouraging a two-way, open and honest dialogue in line with the values of the VRU partnership
* Develop and support effective communication between the Director, the VRU partnership and external partners, leveraging key opportunities such as funding opportunities, joint working, learning, organisation, promotion and communication of outcomes.
* Identify issues and opportunities arising from the evaluation and impact assessment; the response strategy; the strategic needs assessment, and emerging evidence. Propose appropriate actions, interventions and deliverables

**People Leadership*** Lead and coach a senior management team in the VRU to develop capability and drive performance in line with objectives set in support of the agreed activities, and the vision and values
* Set and execute a talent and succession strategy for the VRU in order to attract, retain and develop talent
* Support partners to contribute resources, staff, and roles into the VRU in order to increase the sustainability of the operating model
* Establish routes for partners and relevant educational disciplines to place staff within the VRU for short/medium term placements as part of their professional development pathways
* Undertake regular performance, reward and talent reviews
* Work within the performance development approach to review performance, coach, develop and encourage continued learning and development of individuals, in order to increase the future capacity and capability of the VRU.

**Stakeholder Relationships*** Proactively lead engagement with local, regional and national stakeholders to build confidence in and improve the legitimacy of the VRU
* Support the VRU Director to strengthen relationships across the VRU network, bringing learning and opportunities into the West Midlands and increasing the profile of the WM partnership nationally
* Support and strengthen the relationship between the VRU and its host organisation, the Office of the Police and Crime Commissioner
* Provoke senior leaders to address complex or sensitive issues through open questioning and use of data driven insights

**Change Management Delivery*** Work alongside the programme manager to support the VRU to navigate change, coordinating VRU support for key programmes and change initiatives and navigating asymmetrical impacts across the partnership
* Lead the VRU team and support partners to introduce new interventions and initiatives to deliver the VRU response strategy

**Compliance and risk management*** Work with colleagues and stakeholders to ensure that the Director, host organisation and other key partners are briefed on key issues where there are risks or concerns for the VRU
* Support the VRU Director in the management of critical incidents and risks to the VRU, including management of the safeguarding lead, liaison with funding bodies and interested national/regional government departments, and representing the VRU in Gold level multi-agency meetings
* Act as a positive interface between the VRU SMT and partners on all VRU related matters, seeking to highlight risks, changing demands and needs and proactively address identified trends.
* Manage compliance and risks, issues, opportunities and relationships within programmes of work on behalf of the VRU.
* Act as a point of contact to senior leaders for complex or highly sensitive VRU issues.

**Culture and values*** Develop and implement plans to ensure that the ambition, vision and values of the VRU are embedded across the unit
* Challenge, lead and develop the VRU team to act as ambassadors to support the violence reduction movement, promoting the public health approach and supporting the sustainability of the vision and values of the VRU partnership
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**Personnel Specification**

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| **FACTORS** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| Qualifications | * Degree or equivalent or experiential learning in a public sector / third sector / private sector organisation.
 | * Project management training/qualification.
 | Applicationform |
| Experience | * Experience building strong partnerships and maintaining engagement (at a senior level), driving trust, confidence and credibility across organisations.
* Experience managing brand and reputation in order to build trust amongst organisations and with the community
* Experience of representing an organisation in public forums, in open and closed partnership settings and discussing complex, emotive and sensitive issues.
* Experience co-designing activity, responses, or organisational strategy with partners, communities, and individuals affected by the issue.
* Experience developing strategies, implanting and tracking progress of response/delivery plans delivered through others.
* Experience managing complex projects and programmes throughout their lifecycle in a partnership setting.
* Experience supporting governance structures within a grant funded or multi-agency landscape.
* Experience of leading a team, function or department, and developing others.
* Experience supporting, coaching, developing senior managers
* Experience setting and developing staffing retention and development strategy.
* Experience identifying risks, challenges and opportunities.
* Experience in securing sustainability for initiatives and building legacy
 | * Experience in advising about and managing communications strategies, engagement and public affairs, ideally through a public health or partnership lens.
* Experience mapping complex systems and identifying opportunities for improvement.
* Experience managing the response to critical incidents/safeguarding risks.
* Experience influencing senior leaders across the public sector
* Experience in negotiating successful outcomes amongst organisations with asymmetrical priorities.
* Experience engaging with partners at a national level
* Experience of delivering programmes rooted in a preventative or a public health approach.
 | Application form/Interview |
| Knowledge, Qualities and skills | * Demonstrable ability to listen effectively to feedback and information from communities, partners, and other stakeholders
* Excellent interpersonal skills and a demonstrable ability to build strong relationships
* Demonstrable ability to influence change and support other organisations to deliver effectively
* Demonstrable ability to think system -wide, identifying and responding appropriately to the context within other organisations.
* Ability to identify and mitigate organisational risk in relation to communications, engagement activity
* Agile and flexible with the ability to work in ambiguous and fluid situations, adding clarity for functions that report to you.
* Ability to lead with a proactive approach in line with strategy and values.
* Ability to prioritise and manage workloads of self and others and make judgement calls about competing priorities
* Courage to challenge operationally and strategically - skilled influencer; decisive and strategic thinker;
* Ability to set objectives at personal, functional, and organisational levels and coach others to achieve these.
* Personally credible - discretion and integrity; energetic and highly self-motivation; personal resilience; assertive
* Excellent verbal and written communications
* Professional with the ability to treat and manage sensitive situations with the appropriate levels of confidentiality.
 | * Demonstrable ability to influence and affect change in national structures and processes, through excellent stakeholder engagement
* Knowledge of business planning processes and strategy development across one or more of the partners that form the VRU
* Knowledge of project and programme management methodologies
* Knowledge of relevant legislation regarding violence reduction
* Understanding of structures in place to tackle violence reduction across the west midlands
 | Application form/ Interview/ Test |
| Other factors | * Working outside of standard office hours may be required. Attendance at evening and other out-of-hour meetings as required.
* There is a requirement to work flexibly at all times with due regard to prevailing workloads and priorities.
* There may be a requirement at times to travel to other locations.
 |  | Interview |