Job Description – Senior Manager, Partnerships & Operations

About the Role

Working with the Head of Strategy Partnerships and Operations – Policing, the Senior Manager is responsible for the operational running of the Centre for Policing Research and Learning (CPRL) and Policing Organisation and Practice (POP) to deliver our ground-breaking mission. The role holder will liaise with colleagues in the faculty, the University and in policing on a day-to-day basis. The role holder will take responsibility for organising learning, research and knowledge exchange projects, including a major annual conference and will be responsible for drafting reports accounting for activities and spend and acting as Secretary for key bodies governing the work of this area.

Key Responsibilities

- Working with the Head of Strategy, Partnerships and Operations to prioritise and plan activities and outcomes, to identify future funding avenues and to operationalise the wider strategy for policing at the OU.
- Developing and managing the overall programme plan, including identified work streams using agreed project methodologies and managing the implementation within time and budget constraints.
- Working with cross-disciplinary academic teams in several Faculties.
- To be responsible for the overall budget, and forecasts, monitoring key elements of those parts of the budget devolved to nominated Faculties, and responsible for the spend within Faculty of Business and Law.
- Plan, develop and write copy and updates for the website, newsletters and other communications, liaising with the Faculty’s External Engagement team and with the academic policing teams.
- Maintaining project documentation including plans, schedules, taking responsibility where requested for change control, monitoring and resolving issues.
- Taking a key role in organising activities including conferences.
- Ensuring that activities progress according to agreed milestones and methodology or are adapted appropriately in the light of changes.
- Report to regular governance meetings on the progress of various activities in the schedule of work.
- Take responsibility, acting as Secretary, for formal governance bodies.
- Undertake any other duties which may reasonably be required.
Skills and Experience

*Education and qualifications*
- A first degree, or equivalent background education, or work experience at a comparable level;
- Project management qualification (e.g. PRINCE2) or equivalent;

*Skills, knowledge, work and other relevant work experience*
- Relevant experience in managing programmes or projects in a multiple stakeholder environment;
- Strong skills as a collaborator, negotiator and effective influencer, and experience in developing and maintaining effective working relationships across complex stakeholder environment and partner engagement;
- Ability to work flexibly and master a new brief quickly and to make an effective contribution to the work from an early date;
- Experience of working independently, as well as being able to work collaboratively and as an effective member of a team;
- Entrepreneurial skills to notice, foster and build on new opportunities;
- Knowledge of the policy context of public services in the UK, including, if possible, policing;
- Experience of providing reports for management groups and/or governance bodies;
- Experience of managing resources and budgets;
- Excellent analytical and planning skills;
- Excellent problem-solving skills and the ability to work on own initiative;
- Excellent interpersonal skills which enable others to understand and implement activities to achieve grant objectives;
- Excellent written, oral and online communication skills with ability to lead as well as contribute to, informal and formal, discussions. An ability to communicate with people from a wide range of experience and backgrounds;
- Experience of partnership working and an ability to effectively work with partners at all levels (e.g. chief constables to front line officers and staff);
- Well-developed IT skills and experience of using MS Outlook, Word, PowerPoint and project management software;
- Experience of managing teams and proven ability to lead and motivate staff;
- Awareness of the University’s values and its delivery of flexible part-time study, supported distance and open learning for undergraduate and postgraduate courses and qualifications