Job Related Information

This document includes information about the role for which you are applying and the information you will need to provide with your application.

1. Role Details

<table>
<thead>
<tr>
<th>Vacancy reference:</th>
<th>15711</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Project Manager, Policing</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Centre Manager, Centre for Policing Research and Learning</td>
</tr>
<tr>
<td>Salary:</td>
<td>£33,199 - £39,609</td>
</tr>
<tr>
<td>Terms and conditions:</td>
<td>Academic-related</td>
</tr>
<tr>
<td>Grade:</td>
<td>G7</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>Fixed Term Contract until 31st July 2020</td>
</tr>
<tr>
<td>Working hours:</td>
<td>Full-time (part-time considered / minimum 60% or job share)</td>
</tr>
<tr>
<td>Location:</td>
<td>Walton Hall, Milton Keynes</td>
</tr>
<tr>
<td>Closing date:</td>
<td>12 noon on Tuesday 19th March 2019</td>
</tr>
<tr>
<td>Type of application form accepted:</td>
<td>Electronic (Application form and covering letter)</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>Three</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td><a href="mailto:Resourcing-Hub@open.ac.uk">Resourcing-Hub@open.ac.uk</a></td>
</tr>
</tbody>
</table>
2. Summary of duties

The Project Manager (Policing) will be appointed to, and be based in, the Faculty of Business and Law (FBL) and will work within the Centre for Policing Research and Learning (CPRL). The Open University Faculty of Business and Law (FBL) and the Faculty of Arts and Social Sciences (FASS) maintain the Centre for Policing Research and Learning jointly and the Centre also receives financial support from 21 police organisations which are members of the Centre, and from external grants.

This post is to ensure that the planned activities and expansion of CPRL take place so that the Centre maintains its reputation and position as a national leader in collaborative research and education in policing and the use of research evidence in practice. The Project Manager (Policing) will report to the Centre Manager and ultimately to the Academic Director (Professor Jean Hartley), who are accountable to the Centre’s Steering Group. The post holder will work on a variety of projects in the Centre’s programme of research, learning and knowledge into practice work.

The Membership Group and the Steering Group are chaired by Dr Steven Chase of Thames Valley Police, and the members are both Open University academics and representatives of each of the 21 police partners. The Membership Group sets the plan of activities for the year ahead and acts as an inter-organizational learning network of research, learning and knowledge exchange. The work of the Chair, Academic Director, Centre Manager and the Project Manager (Policing) have secretarial support. The Group considers progress, outcomes and implications. Externally funded research, learning and knowledge exchange projects are also applied for and undertaken in addition to the day-to-day running of the Centre.

Main duties of the Project Manager

Work with police partner organizations to:

- Ensure full engagement of partners with the different stages of research, education and knowledge into practice projects
- Disseminate research findings and encourage partners to consider how knowledge can best be used in policing practice

Work with the Centre’s Leadership Team and the Centre’s Director of Research to:

- Encourage academics to think creatively about how best to involve police partners in their agreed Centre work
- Encourage academics to engage in dissemination and knowledge transfer
- Help to interpret police ideas and values to academics
- Project manage grant applications for research, learning and knowledge transfer
- Keep a tight rein on research progress, ensuring deadlines are adhered to and reports produced for both police and academic audiences, and ensure that the Annual Report includes up to date information about research projects and publications.

The project manager will need to be able to undertake:

- Creation and maintenance of project documentation observing project methodology (including project plans, schedules, risk registers, functional specifications and communication plans)
- Support to the Centre Manager on the programme of work
- Co-ordination of meetings
- Writing and producing reports and agenda papers for the Centre and its meetings
- Tracking and progressing the action list in relation to research, education, knowledge exchange and network activities
- Promoting membership of the Centre and meeting potential members
3. Person specification

**Education, qualifications and training**

**Essential:**
- A first degree, or equivalent background education, or work experience at a comparable level.
- A project management qualification or experience at a comparable level.

**Desirable:**
- Higher level degree in a related area(s) or work experience at a comparable level.

**Knowledge, work and other relevant experience**

**Essential:**
- Experience of managing projects including experience of project management/planning and delivering a task to a defined timescale.
- Relevant experience in scheduling work and producing outputs to deadlines.
- Experience of working in partnership.
- Experience of working in a changing environment.
- Experience of working with public service organisations.

**Desirable:**
- Knowledge of UK policing.
- Knowledge of wider public policy, mainly in UK.
- Knowledge of research for evidence-based practice.
- Familiarity with research management

**Personal abilities and qualities**

- Contribute to the organisation of events including events and workshops
- Contribution to material for the Centre website and newsletters
- Contribution to the Centre’s Annual Report and other reporting

All staff are expected to:
- Be flexible and adaptable to meet changing demands of the programme and University
- To take reasonable care of the health and safety of themselves and that of any other person who may be affected by your acts or omissions at work
- To demonstrate a strong commitment to the principles and practice of equality and diversity
- Take an interest in policing policy and practice as the context for their work
**Essential:**

- Experience of managing resources and/or budgets.
- Proven ability to organise own workload to ensure that objectives and deadlines are met within resource constraints and to remain effective under pressure.
- Ability to anticipate and analyse problems, propose workable solutions, manage and resolve conflict.
- Excellent oral and written communication skills.
- Effective team-working and interpersonal skills, including the ability to work pro-actively and independently, to work flexibly across boundaries.
- The ability to be self-critical and reflective in relation to own role and work, to learn from experience and to operate with integrity, accountability and commitment.

**Desirable:**

- Experience of a professional context in an external facing role, preferably in a public service.

**Additional requirements/Special circumstances**

**Essential:**

- A commitment to, and understanding of, equal opportunities policies and practices

4. **Role specific requirements e.g. Shift working**

N/A
5. About the unit/department

The Centre for Policing Research and Learning

The Centre for Policing Research and Learning (CPRL) is central to this application. The Centre works in close collaboration with 21 UK police forces and agencies, and has international links. The partners provide some funding to the Centre as well as providing leverage to apply for external research and teaching grants. In addition, the Centre has core funding from FBL and FASS for the 5 years 2017-2022. The Centre is working to a 5-year programme of work, agreed between FBL and FASS. The Centre works in close collaboration with the partner forces and other policing organizations across England, Wales and Northern Ireland and the membership reflects a variety of policing circumstances (size of force, type of communities, urban or rural, geographical spread). The Chair of the Centre is Dr Steven Chase, Director of People at Thames Valley Police. The Academic Director is Professor Jean Hartley of FBL. There is also a Director of Research (Professor Graham Pike); a Director of Learning (Dr Paul Walley) and a Deputy Director of Learning (Dr Zoe Walkington). The Policing Degrees Director is also a member of the Centre leadership Team, creating links with the policing degrees team of academics. The police forces and organizations involved in the Centre partnership are:

- Avon and Somerset
- Bedfordshire Police
- British Transport Police
- Cambridge Constabulary
- Dorset Police
- Essex Police
- Gloucestershire Constabulary
- Greater Manchester Police
- Gwent Police
- Hampshire Constabulary
- Hertfordshire Police
- Humberside Police
- Lancashire Constabulary
- Merseyside Police
- Metropolitan Police Service
- National Crime Agency
- North Yorkshire Police
- Police Service of Northern Ireland
- South Yorkshire Police
- Thames Valley Police
- West Midlands Police

There are also currently over 50 OU academics across a wide range of disciplines and across all faculties and institutes of the Open University who are involved in the Centre. Some work directly for the Centre while others contribute on a part-time basis through education, research or knowledge into practice activities. The collaborative partnership has been involved in the development of the Centre since its origins in 2014, since when the Centre has grown rapidly. The Centre is involved in an ambitious programme of work across three streams:

1. On-line and face-to-face learning in a series of informal as well as accredited packages
2. Undertaking and using research relevant to policing
3. Embedding understanding of evidence and mobilising change for improvement through evidence cafés, peer learning visits, conferences, lectures and workshops.

The Centre has a professional services team, led by the Centre Manager, Heather Barrett, with a focus on
purpose-driven effective administrative support to the work of the academics and the police. All administrative staff will be expected to engage in a professional way with external partners, while also upholding the highest internal standards for the Open University.

More information about the Centre can be found on the Centre website. http://centre-for-policing.open.ac.uk/ The last Annual Report (2018) can also be found on the website, which gives detailed information about the education, research and knowledge exchange over the last year.

**Faculty of Business and Law**

The Faculty of Business and Law is one of the four faculties of The Open University. It brings together two Schools – The Open University Business School and The Open University Law School – and has a strong reputation as a high-quality and innovative provider of management and legal education. Our courses and qualifications are studied by a wide range of people from all backgrounds – we are proud to promote opportunity and social justice by making higher education open to those unable to attend a more traditional campus-based university.

Student satisfaction is a high priority and we are determined to deliver the best outcomes for everyone studying with us. Our students return some of the highest satisfaction scores in the National Student Survey – they have ever since the NSS began.

Around 35,000 students are currently enrolled on our business, management and law programmes; about quarter of them are based outside the UK in 80 countries. The majority of our students are employed and study part-time with us.

The Faculty employs around 130 academic staff, two thirds of whom are based at The Open University’s Milton Keynes campus and one third in the OU’s regional offices, aligned to the Faculty’s three Student Support Teams. The regional academics manage the Faculty’s 700 Associate Lecturers. Around 80 academic-related and administrative members of staff support the Faculty.

We are committed to developing our staff to achieve their full potential and offer a range of formal and informal training and development opportunities to support individual and Faculty objectives.

**The Open University Business School**

Founded in 1983, The Open University Business School holds a unique position as the leader in flexible, accessible and high quality business and management education. We are recognised for the quality of our programmes, the excellence of our teaching and the impact of our research. The School is one of an international elite group of institutions to have triple accreditation by EQUIS, AACSB and AMBA. It is also a member of the [Global Business School Network](http://ce) – an organisation working with top international business schools to build management education capacity in the developing world. The School has four cross-disciplinary academic departments: **Strategy and Marketing; Accounting and Finance; People and Organisations; Public Leadership and Social Enterprise** and five research Centres. Each department includes academics, visiting experts, research staff and postgraduate students. The result is a dynamic, collaborative approach to research and programme development that is engaged with the needs of commercial, public and third sectors in the UK and internationally.

Research within the Business School combines intellectual rigour and innovation with practical relevance. Its academics have substantial experience working jointly with organisations in all sectors of the economy and directing their findings to influence management thinking and practice. There is an active PhD programme with around 30 PhD students. The Open University Business School has increased its research capability significantly over 2 decades, with external awards from Economic and Social Research Council, Engineering and Physical Sciences Research Council, Design Council, European Union, the private sector and internal sources. The 2014 Research Excellence Framework (REF) results show the high quality of the research outputs and impact of the
School’s research. The School ranked 34th overall placing it in the top third of UK Business Schools. For impact, the School was placed 16th overall, indicating not only the excellence of the research but also its influence and relevance to user communities in all areas from practice to policy. The School offers a wide range of undergraduate, postgraduate, doctoral and executive education programmes.

We also make a considerable amount of learning material available for free through The Open University’s own open educational resources platform OpenLearn and popular social media such as iTunesU and YouTube, and as part of FutureLearn – an (Open University owned) international university collaboration to bring online learning to a global audience.

Further information about The Open University Business School can be found at:
http://www.open.ac.uk/business-school/

6. How to obtain more information about the role or application process

If you would like to discuss the particulars of this role before making an application please contact heather.barrett@open.ac.uk

If you have any questions regarding the application process please contact by email Resourcing_Hub@open.ac.uk (Ref 15711)

7. The application process and where to send completed applications

<table>
<thead>
<tr>
<th>How to Apply:</th>
<th>Complete the full application form</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>The application form has been designed to give the information needed.</td>
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<tr>
<td></td>
<td><strong>Covering letter</strong></td>
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<tr>
<td></td>
<td>Write a covering letter indicating why you are interested in this post and how you believe your knowledge experience and skills meet the Person Specification.</td>
</tr>
<tr>
<td></td>
<td>Please use the essential and desirable items listed in the person specification as subtitles within your letter. In writing your letter, examine carefully the description of the role and analyse how your skills, knowledge and experience match with the requirements set out in the person specification.</td>
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<tr>
<td></td>
<td>Please pick out specific examples from your experience which clearly demonstrate that you have the particular knowledge and capabilities required in the person specification.</td>
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<tr>
<td></td>
<td><strong>Curriculum Vitae (CV)</strong></td>
</tr>
<tr>
<td></td>
<td>You may wish to enclose an up to date CV with your application for employment. Please remove any information from your CV that might give an indication of your race, religion or belief, or sexual orientation, as these details are irrelevant to your application.</td>
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<tr>
<td></td>
<td>Decisions about short listing will be based solely on the information you provide on your application form and covering letter.</td>
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</tbody>
</table>
e-mail your application to: Resourcing-Hub@open.ac.uk (Quoting Reference 15711)

Please ensure that your application reaches the University by: 12 noon on Tuesday 19th March 2019

Applications received after the closing date will not be accepted.

8. Selection process and date of interview

The interviews will take place on: Interviews are planned for Tuesday 2nd April 2019 at Milton Keynes but this date may be changed if operationally required.

The selection process for this post will include In-tray task

We will let you know as soon as possible after the closing date whether you have been shortlisted for interview. Further details on the selection process will also be sent to shortlisted candidates.