



**Faculty of Education, Social Sciences, and Law
School of Law
N8 Policing Research Partnership**

Project Officer/Manager: Development of a Data Repository Service

Fixed term to 30 April 2020, from 1 September 2015 or as soon as possible thereafter

We are seeking to appoint a talented and highly motivated Project Officer to join the new N8 Policing Research Partnership project entitled “Innovation and the Application of Knowledge for More Effective Policing”. This is being established with funding from the Higher Education Funding Council for England (HEFCE) and policing partners.

You will be responsible for the day-to-day administration of the strand of the project which will develop a Data Repository Service. The aim of this service is to provide a data analytics infrastructure enabling the pooling and sharing of significant policing and other appropriate datasets. The infrastructure will act as a forum, clearing house and, where appropriate, secure data repository service, providing access to police data that are otherwise inaccessible and poorly utilised. It will open up new avenues for data analysis, visualisation and data exploitation (for both police analysts and academics), providing opportunities for research and investigation that add significant value to the data. Your responsibilities will include helping to develop and implement processes and procedures for service provision and other activities as necessary.

You will work with the Data Repository Service strand leads on developing long-term strategic plans and performance tracking procedures in order to ensure the successful operation of the service. You will develop and maintain administrative systems for all aspects of the Development of a Data Repository Service’s operation, draft management reports on the Centre’s activities. You will also play an important role in advising on financial matters and administering training and events.

You should have a degree and considerable experience of administering projects and an understanding of the development, management of information systems and information services. Familiarity with the research environment would be considered an important asset. You should possess excellent organisation and communication skills, with the ability to negotiate persuasively with partners on complex issues, and be able to work in a team. You should also be able to work independently to plan and prioritise your own workload and be experienced in working with complex regulations and procedures.

The University of Leeds is a diverse, multi-cultural environment. We welcome applications from all sections of society and the successful applicant will be expected

to work within University values and policies which are designed to promote dignity, diversity and inclusiveness.

University Grade 7 (£31,342 to £37,394 p.a.) or University Grade 8 (£38,511 to £45,954 p.a.) The salary spine point is subject to external funding conditions, which will limit the salary at which an appointment can be made to a maximum of £43,325 p.a.

Informal enquiries may be made to Professor David Allen or Dr Nick Malleson tel +44 (0)113 343 7015 email da2@lubs.leeds.ac.uk or tel +44 (0) 113 34 35248 e-mail n.s.malleson@leeds.ac.uk.

Interviews are expected to be held on 14 July 2015

Ref: ESLLW1027

Click here for further information about working at the University of Leeds
www.leeds.ac.uk/info/20025/university_jobs

Job Description

For appointment at Grade 7: Project Officer

Responsible to: Dean of Faculty (Education, Social Sciences and Law)

Reports to: Project Director with day to day reporting to Activity Strand Leads

The post holder will work with and support the multi-disciplinary team leading the Data Analytics Activity Strand of the N8 Policing Research Partnership. The team includes Professor David Allen (Business School), Dr Carly Lightowler (Law School) and Dr Nick Malleson (Geography). The post-holder will liaise with and be responsible to the Project Director, Professor Adam Crawford (Law School).

Main duties and responsibilities

- Work with and support the multi-disciplinary team leading the Data Analytics Activity Strand of the N8 Policing Research Partnership and liaise with the Project Director.
- Take a lead role in the design and implementation of operational plans including: establishing and monitoring deadlines to ensure that key milestones are met; building and maintaining a network of stakeholders; managing key project documentation such as contracts and data sharing agreements.
- Responsible for the overall management of administration of the project.
- Provide expert advice and guidance to the lead investigators on University policy and practice.
- Take a lead role in the development and negotiation of data sharing agreements/DPAs with project partners.
- Develop coherent and effective communication systems and practices and establish and maintain strong relationships with stakeholders in the police and collaborating universities.
- Be responsible for designing and ensuring the efficient organisation of key events and training offered by the project, including sourcing and negotiating costs for venues, advertising events, recruiting participants, preparing the agenda.
- Take a lead role in the marketing and promotional activities of the project. This will include: responding to enquiries from (prospective) participants / stakeholders, writing of text for promotional materials and attendance and presentation at events where appropriate, providing material to the project website.
- Be proactive in maintaining personal knowledge of the research area.
- Provide information to faculty, staff and outside organisations regarding Centre research, services and training activities.
- Attend and report on internal and external meetings, seminars and events as appropriate and build and maintain a network of contacts and contribute to the mutual exchange of information and sharing best practice where appropriate.

- Lead activity to ensure a quality end-to-end design of the service is defined that is aligned with defined service and systems architecture standards, system evolution plans and roadmaps.
- Manage the development and testing of application components following agreed development standards ensuring that individual deliverables are tested and function as specified.
- Support the development of the data governance strategy and auditing of compliance.
- To carry out the duties of the post in accordance with the university values of professionalism, inclusiveness, integrity and community supporting the core value of academic excellence
- To carry out the duties of the post in accordance with university standards, policies and procedures and local faculty/school benchmarks as appropriate.
- To integrate the University value of inclusiveness into all appropriate aspects of the job; respecting the dignity and diversity of all members of the University community and of visitors to the University
- To maintain a safe work environment, including ensuring compliance with legislation and the undertaking of risk assessments
- To undertake any other duties commensurate with the grade as might reasonably be required

For appointment at Grade 8: Project Manager

Responsible to: Dean of Faculty (Education, Social Sciences and Law)

Reports to: Project Director with day to day reporting to Activity Strand Leads

Responsible for: staff within the computational support services of the project

The post holder will work with and support the multi-disciplinary team leading the Data Analytics Activity Strand of the N8 Policing Research Partnership. The team includes Professor David Allen (Business School), Dr Carly Lightowler (Law School) and Dr Nick Malleson (Geography). The post-holder will liaise with and be responsible to the Project Director, Professor Adam Crawford (Law School).

Main duties and responsibilities

- Work with and support the multi-disciplinary team leading the Data Analytics Activity Strand of the N8 Policing Research Partnership and liaise with the Project Director.
- Take a lead role in the design and implementation of operational plans including: establishing and monitoring deadlines to ensure that key milestones are met; building and maintaining a network of internal and external stakeholders; managing key project documentation such as contracts and data sharing agreements.
- Responsible for the overall management of administration of the project.

- Provide expert advice and guidance to the lead investigators on University policy and practice.
- Take a lead role in the development and negotiation of data sharing agreements/DPAs with project partners.
- Develop coherent and effective communication systems and practices and establish and maintain strong relationships with stakeholders in the police and collaborating universities.
- Be responsible for designing and ensuring the efficient organisation of key events and training offered by the project, including sourcing and negotiating costs for venues, advertising events, recruiting participants, preparing the agenda.
- Take a lead role in the marketing and promotional activities of the project. This will include: responding to enquiries from (prospective) participants / stakeholders, writing of text for promotional materials and attendance and presentation at events where appropriate, providing material to the project website.
- Be proactive in maintaining personal knowledge of the research area.
- Provide information to faculty, staff and outside organisations regarding Centre research, services and training activities.
- Attend and report on internal and external meetings, seminars and events as appropriate and build and maintain a network of contacts and contribute to the mutual exchange of information and sharing best practice where appropriate.
- Lead activity to ensure a quality end-to-end design of the service is defined that is aligned with defined service and systems architecture standards, system evolution plans and roadmaps.
- Manage the development and testing of application components following agreed development standards ensuring that individual deliverables are tested and function as specified.
- Support the development of the data governance strategy and auditing of compliance.
- Lead and manage the development of a business plan for the longer term sustainability of the data repository service, including decisions on funding options, beyond the lifetime of the project.
- Proactively develop relationships across the key academics (across the N8 universities) and policing partners, including identifying and responding to common agendas and concerns, in order to inform key decisions regarding development and operation of the data repository service.
- Provide leadership to the core strategic objective concerning the development and negotiation of data sharing agreements/DPAs with project partners, including introduction of innovative solutions as required to resolve any emerging issues.
- Manage staff providing computational support services to the project, including allocating and monitoring their work, identifying developmental needs, undertaking annual reviews of their performance.

- Lead on the development and delivery of a programme of training (and to the relevant Activity Strand), including assessing feedback and adapting sessions to user needs. This will include training targeted at data analysts across the project's policing partners.
- Where appropriate, subject to the agreement of Project Director and if desired by the post-holder, to develop a personal area of relevant research in the field of data analysis, data visualisation and/or data-sharing, including the development of a publications profile.
- To carry out the duties of the post in accordance with the university values of professionalism, inclusiveness, integrity and community supporting the core value of academic excellence
- To carry out the duties of the post in accordance with university standards, policies and procedures and local faculty/school benchmarks as appropriate.
- To integrate the University value of inclusiveness into all appropriate aspects of the job; respecting the dignity and diversity of all members of the University community and of visitors to the University
- To maintain a safe work environment, including ensuring compliance with legislation and the undertaking of risk assessments
- To undertake any other duties commensurate with the grade as might reasonably be required

Career Expectations

The University of Leeds is committed to developing its staff. All staff participate in the Staff Review and Development scheme and we continue to work with individuals, supporting them to maximise their potential.

Progression to a higher grade is dependent on an individual taking on an increased level of responsibility. Vacancies that arise within the area or across the wider University are advertised on the HR website - <http://jobs.leeds.ac.uk> - to allow staff to apply for wider career development opportunities.

University Values

All staff are expected to operate in line with the University's values and standards, which work as an integral part of our strategy and set out the principles of how we work together. More information about the University's strategy and values is available at <http://www.leeds.ac.uk/comms/strategy/>.

Person Specification

For appointment at University Grade 7

Essential

- Strong educational background, preferably with an advanced degree in a relevant field
- Experience of the design and management of information services
- Experience of the development and management of information systems
- Experience of project management or administration with a Higher Education Institution, or within an organisation of similar complexity
- Excellent knowledge of the full range of administrative services and systems supporting a major projects
- Experience of running events
- Experience working with groups of stakeholders from diverse organisations
- Experience of drafting proposals, letters, reports and other written communications
- Advanced IT skills in word processing, data management, presentation and electronic communication
- Excellent oral and written communication skills
- Outstanding analytical, organisational and interpersonal skills
- Ability to work to a high standard of accuracy and attention to detail whilst under pressure to meet deadlines
- Ability to work independently using own initiative taking ownership and responsibility
- A positive and cooperative approach to work
- Experience of working with confidential information as you will have access to sensitive information including staff salaries and funding
- A willing and flexible approach to new areas of work

Desirable

- Previous experience working with police forces in the United Kingdom
- Familiarity with data sharing protocols across institutions and particularly with the management and sharing of sensitive / confidential data

For appointment at University Grade 8

- Post-graduate degree, preferably a PhD, in a relevant field

- Extensive demonstrable experience with proven ability in designing, developing, managing and delivering innovative and complex information services
- Extensive experience of project management or administration with a Higher Education Institution, or within an organisation of similar complexity
- Excellent knowledge, and proven experience of, the full range of administrative services and systems supporting a major project
- Substantial experience of designing and delivering successful events
- Demonstrable ability to lead, develop and motivate project partners from diverse organisations towards the achievement of objectives
- Excellent communication skills, evidenced by ability to suit method of communication to purpose and audience
- Evidence of excellent writing skills, including drafting proposals, letters, complex reports and other written communications
- Advanced IT skills in word processing, data management, presentation and electronic communication
- Outstanding analytical, organisational and interpersonal skills
- Ability to work to a high standard of accuracy and attention to detail whilst under pressure to meet deadlines
- Proven ability to set own objectives, work under pressure and prioritise work load
- Excellent time management skills, including proven experience of setting milestones and meeting demanding deadlines
- Effective team worker, able to engage and collaborate with others to meet common objectives
- Demonstrable ability to analyse situations and problems, ability to develop reasoned course of action in response and to persuasively present these.
- The role holder will have access to sensitive information including staff salaries and funding agreements. Absolute discretion and confidentiality is needed
- A willing and flexible approach to new areas of work

Desirable

- Previous experience working with police forces in the United Kingdom
Familiarity with data sharing protocols across institutions and particularly with the management and sharing of sensitive / confidential data.

Additional Information

Details of the terms and conditions of employment for all staff at the University, including information on pensions and benefits, are available on the Human Resources web pages accessible at <http://hr.leeds.ac.uk/>

The Partnership

To be aware of and work in line with The Partnership working with students as members of a learning community to provide world class education and an excellent student experience. More information about the Partnership is available at <http://partnership.leeds.ac.uk>

Disclosure and Barring Service checks

A Disclosure and Barring Service (DBS) Check is not required for this position. However, applicants who have unspent convictions must indicate this in the 'other personal details' section of the application form and send details to the Recruitment Officer at disclosure@leeds.ac.uk.

Disabled Applicants

The post is located in the School of Law. Disabled applicants wishing to review access to the building are invited to contact the department direct. Additional information may be sought from the Recruitment Officer, email disclosure@leeds.ac.uk or tel + 44 (0)113 343 1723.

Disabled applicants are not obliged to inform employers of their disability but will still be covered by the Equality Act once their disability becomes known.

Further information for applicants with disabilities, impairments or health conditions is available in the applicant guidance.

Further information about the Project

‘Innovation and the Application of Knowledge for More Effective Policing’ – HEFCE Catalyst Grant

This exciting new programme of research and knowledge exchange will pioneer an innovative collaboration between police forces in the North of England and the N8 Research Partnership of universities led by the University of Leeds. The £7.2 million project, supported by a £3m grant from the Higher Education Funding Council for England (HEFCE) and supplemented by funding from participating policing partners and N8 universities, will provide mechanisms to bring researchers and practitioners together to design and undertake research that focuses specifically on new and emerging challenges for policing.

The five-year programme aims to strengthen the evidence base upon which policing policy, practice and learning are developed, with impacts nationally and internationally. It also aims to secure a culture change in the use of research in policing and relations between researchers and policing professionals. It is anticipated that this initiative will make an important contribution to innovation and the utilisation of research in advancing the professionalisation of policing. Key priorities of the initiative are research co-production, innovation in policing strategies, mobilising human and data resources to understand crime patterns, and citizen engagement to assess the public reception of new technologies, policing practices and change.

The project has been developed by the N8 Policing Research Partnership (N8 PRP), an established collaboration between the eight leading, research intensive universities in the north of England and police partners. The N8 Research Partnership incorporates the universities of Durham, Lancaster, Leeds, Liverpool, Manchester, Newcastle, Sheffield and York (see: www.n8research.org.uk).

Policing partners that are contributing to the initiative include: Cheshire Police, Cumbria Constabulary; Lancashire Constabulary; Durham Constabulary; Greater Manchester Police; Humberside Police, Merseyside Police; Northumbria Police; North Yorkshire Police; South Yorkshire Police; West Yorkshire Police; and Your Homes Newcastle. The partnership also benefits from the cooperation and support of the College of Policing and Her Majesty’s Inspectorate of Constabulary.

Professor Adam Crawford is the Project Director (Principal Investigator) and will lead on Governance and Management activities. Working alongside Professor Crawford will be a team of Co-Investigators drawn from across the N8 PRP:

- i) **Policing Innovation Forum** - stimulating knowledge exchange and driving innovation - Dr Steve Brookes, University of Manchester.
- ii) **Data Analytics** - opening up new avenues for data analysis, visualisation and data exploitation – Professor David Allen, Dr Carly Lightowler and Dr Nicolas Malleon, University of Leeds.
- iii) **People and Knowledge Exchange Platforms** - promoting staff mobility and interaction and facilitating research into priority policing issues – Professor

- Nicole Westmarland, Durham University (Deputy Project Director).
- iv) **Research Co-production** - tackling new and emerging fields of enquiry and policing challenges – Dr Jill Clark, Newcastle University.
 - v) **Citizen Engagement** - testing the public reception of new technologies, policing practices and innovations – Professor Sandra Walklate, University of Liverpool (Deputy Project Director).
 - vi) **International Programme** - developing and exploiting international research and knowledge exchange collaborations – Dr Layla Skinns and Professor Joanna Shapland, University of Sheffield.
 - vii) **Training and Learning** - focusing on the practical benefits of policing innovation and the exploitation of data – Dr Stuart Kirby, University of Lancaster.
 - viii) **Evaluation and Monitoring** – evaluating the impact of project activities and delivery structures and processes – Dr Adam White, University of York