



## JOB DESCRIPTION

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| <b>Job Title:</b>      | <b>Senior Lecturer in Criminology and Professional Policing</b> |
| <b>Location:</b>       | <b>Cardiff School of Education and Social Policy</b>            |
| <b>Hours:</b>          | <b>37 hours per week</b>  |
| <b>Tenure:</b>         | <b>Permanent</b>  |
| <b>Grade:</b>          | <b>8 AB</b>   |
| <b>Salary:</b>         | <b>£51,283 - £59,421 per annum</b>                              |
| <b>Accountable to:</b> | <b>Dean of School</b>   |

*This job description is indicative, not prescriptive, and the balance of duties will be in accordance with the contract of employment.*

### **Role Summary:**

The postholder will develop and contribute primarily to the delivery of the BSc (Hons) Criminology. The post holder, contingent on staffing needs, may also be required to develop, deliver, and contribute to courses on the BA (Hons) Professional Policing programme or MSc in Criminology and Criminal Investigations. Additionally, the post holder may engage in contribution to the School's other taught programmes as may be required. The postholder will supervise student research and placements as appropriate. They will be required to undertake administration associated with teaching, programme management and other duties as directed by the Dean of School. Engagement with the recruitment of students and provision of advice on career opportunities is expected. The postholder will engage in high quality research and scholarly activities that contribute to the School's strategic priorities.

**Mae'r ddogfen hon hefyd ar gael yn Gymraeg / This document is also available in Welsh.**



## ROLE PROFILE

*This role profile is indicative, not prescriptive, and the balance of duties will be in accordance with the contract of employment*

### **Principal Duties and Responsibilities:**

#### ***Teaching and learning support***

- Design, develop and deliver a range of programmes of study (sometimes for entirely new courses) at various levels.
- Review on a regular basis course content and materials, updating when required.
- Develop and apply appropriate teaching techniques and material which create interest, understanding and enthusiasm amongst students.
- Ensure that course design and delivery comply with the quality standards and regulations of the university and department.

#### ***Research and scholarship***

- Engage in research and/or innovation proposals and projects with the potential to generate income, to manage project deliverables, deliver outputs and secure impact.
- Work with university stakeholders to identify sources of research funding and lead the process of securing funds.
- Manage the delivery of individual and/or collaborative research projects to time and on budget.
- Apply knowledge acquired from research and innovation as well as scholarship to learning and teaching, and appropriate external activities. Lead the design and production of peer-reviewed publications and/or practitioner outputs, and/or disseminate research findings using other appropriate media.
- Make presentations at local, national and international academic and/or practitioner conferences or exhibit work in other appropriate events.

#### ***Communication***

- Disseminate conceptual and complex ideas to a wide variety of audiences.

#### ***Liaison and networking***

- Lead and develop internal networks, for example, by chairing and participating in School and Institutional committees.
- Lead and develop external networks, for example, with external examiners and assessors.
- Develop links with external contacts such as other educational bodies, employers, and professional bodies to foster collaboration.

### ***Managing people***

- Provide academic leadership to those working within programme areas, by, for example, co-ordinating the work of others to ensure that courses are delivered effectively or organising the work of a team by agreeing objectives and work plans with reference to the Academic Handbook.
- Contributing to the development of teams and individuals.
- Act as a personal mentor to peers and colleagues.

### ***Teamwork***

- Lead teams within areas of responsibility.
- Help to ensure that teams within the department work together.
- Participate to help resolve conflicts within and between teams.

### ***Pastoral care***

- Responsible for dealing with referred issues for students within own educational programmes.
- Provide first line support for colleagues, referring them to sources of further help if required.

### ***Initiative, problem-solving and decision-making***

- Resolve problems affecting the delivery of courses within own educational programme and in accordance with regulations.
- Make decisions regarding the operational aspects of own educational programme.
- Contribute to decisions which have an impact on other related programmes.
- Provide advice on issues such as ensuring the adequate balance of student population, appointment and student and other performance matters.
- Spotting opportunities for strategic development of new courses or appropriate areas of activity and contributing to the development of such ideas.

### ***Planning and managing resources***

- Responsible for the delivery of own educational programmes.
- Contribute through the teams within which you are a member to the overall management of the School in areas such as budget management and business planning.
- Be involved through various routes in School level strategic planning and contribute to the Institution's strategic planning processes.
- Plan and deliver research, consultancy or similar programmes within the constraints of resources available.
- Contribute to the management of quality, audit and other external assessments.

### ***Sensory, physical and emotional demands.***

- Balance the pressures of teaching, research and administrative demands and competing deadlines.

***Work environment***

- Depending on area of work (e.g. laboratories, workshops, studios) you may be expected to take responsibility for conducting risk assessments and reducing hazards.

***Expertise***

- Required to be an externally recognised authority in the subject area.
- In-depth understanding of own specialism to enable the development of new knowledge and understanding both within the field, and through application.

***Standard Notification***

**These guidelines are provided to assist you in the performance of your contract. The university is a dynamic organisation, therefore changes may be required from time to time. Any changes will be made in consultation with the post-holder. The Summary of Duties and Responsibilities is not intended to be an exhaustive list of tasks performed. Other associated technical tasks are likely to be performed as directed by the line manager.**

**The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's Equalities, Financial, Environmental and Sustainability, People Services and Health and Safety policies and procedures.**



**PERSON SPECIFICATION**

Job Title: Senior Lecturer in Criminology and Professional Policing

School/Unit: Cardiff School of Education and Social Policy

\*Key

A - Application form  
I - Interview  
T - Test

| FACTORS   | ESSENTIAL AND DESIRABLE CRITERIA   | ASSESSED BY |    |    |
|---|--|-------------|----|----|
|   |  | A*          | I* | T* |
| <b>Education and Qualifications (Essential)</b> | An earned Doctoral Level Qualification or equivalent professional qualification within the sector.   | ✓           |    |    |
|   | Ability to achieve Fellow Status as part of the Higher Education Academy's Professional Recognition scheme, within agreed timescales (as soon as is practicably possible and definitely within three years of commencement of employment). | ✓           | ✓  |    |
|   | Membership of a professional body.   | ✓           |    |    |
| <b>Education and Qualifications (Desirable)</b> | A Master's degree in Criminology or similar social science discipline (e.g. Psychology, Sociology, Law)  | ✓           |    |    |
|   | Fellow Status as part of the Higher Education Academy's Professional Recognition scheme.   | ✓           |    |    |
| <b>Knowledge (Essential)</b>                    | An in-depth knowledge of criminology and criminal justice.   | ✓           | ✓  | ✓  |
|   | National/international recognition in specialist subject and professional area.  | ✓           |    |    |
|   | An in-depth understanding of teaching and learning.  | ✓           |    |    |
|   | An in-depth understanding of research/innovation and scholarly activity.   | ✓           |    |    |
| <b>Knowledge (Desirable)</b>                    | Knowledge of educational programmes within a policing [College of Policing] or other relevant professional setting.  | ✓           |    | ✓  |

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|  | Knowledge of an associated discipline such as psychology or sociology.   | ✓ | ✓ |   |
| <b>Skills and Abilities Relating to Role (Essential)</b> | Ability to design, develop and deliver a range of programmes at various levels.  | ✓ |   |   |
|  | Ability to review programme design on a regular basis to ensure compliance with quality standards and academic regulations and to make alterations where appropriate.  | ✓ |   |   |
|  | Ability to contribute to the achievement of the School Development Plan and the institution's strategic planning processes.  |   | ✓ |   |
|  | Ability to develop research objectives, prepare proposals, carry out independent research, referee and contribute to peer assessment.  | ✓ |   |   |
|  | Ability to identify (through the analysis of appropriate management information) areas requiring improved performance.   | ✓ | ✓ |   |
|  | Ability to communicate and disseminate complex and conceptual ideas in a variety of ways – presentations or exhibitions at national or international conferences, reports on findings, journal articles etc. to a wide variety of audiences. | ✓ | ✓ | ✓ |
|  | Ability to lead and contribute to the development of teams to ensure effective and productive working relationships.   | ✓ | ✓ | ✓ |
|  | Ability to lead/develop/work collaboratively with a number of internal and external networks.  | ✓ | ✓ | ✓ |
|  | Ability to plan workloads and projects and manage resources effectively.   | ✓ |   | ✓ |
| <b>Skills and Abilities Relating to Role (Desirable)</b> |  |   |   |   |
| <b>Experience Paid/Unpaid (Essential)</b>                | Significant experience at a senior leadership level in a criminal justice agency (Probation, Prisons) or strategic or operational experience at the rank of police inspector or equivalent.  | ✓ | ✓ | ✓ |
|  | Established experience of Higher Education teaching or equivalent.   | ✓ | ✓ |   |
|  | Demonstrable experience of effectively designing and implementing a range of assessments.  | ✓ |   |   |

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|  | Experience of providing leadership and first line support/mentoring for other colleagues.   | ✓ |  |  |
|  | Experience of contributing to the development of academic strategies for example, research and enterprise, teaching and learning. | ✓ |  |  |
|  | Experience of managing performance through the setting, monitoring and review of objectives.                                      | ✓ |  |  |
| <b>Experience Paid/Unpaid (Desirable)</b>                            |   |   |  |  |
| <b>Other Requirements (Essential)</b>                                | Ability to risk assess and implement policy/strategy in relation to Equality and Diversity, Health and Safety, Quality Standards. | ✓ |  |  |
| <b>Other Requirements (Desirable)</b>                                |   |   |  |  |
| <b>Welsh Language Skills</b><br><b>Listening</b><br><b>Desirable</b> | A1 - Beginner<br>Can understand and use familiar everyday expressions and very basic phrases in Welsh.                            | ✓ |  |  |
| <b>Welsh Language Skills</b><br><b>Reading</b><br><b>Desirable</b>   | A1 - Beginner<br>Can understand and use familiar everyday expressions and very basic phrases in Welsh.                            | ✓ |  |  |
| <b>Welsh Language Skills</b><br><b>Speaking</b><br><b>Desirable</b>  | A1 - Beginner<br>Can understand and use familiar everyday expressions and very basic phrases in Welsh.                            | ✓ |  |  |
| <b>Welsh Language Skills</b><br><b>Writing</b><br><b>Desirable</b>   | A1 - Beginner<br>Can understand and use familiar everyday expressions and very basic phrases in Welsh.                            | ✓ |  |  |

