

JOB DESCRIPTION

APPENDIX C

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' Appendix B to the SOP.

A. POST DETAILS:

Job Title:	Head of Research and Development	Current Grade:	C001
Department:	Strategic Development Department	Area:	FHQ
Reports To:	Head of Strategy and Performance	No of Posts:	1
Level of vetting:	MV	Post Number:	

B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

To lead a centre of research excellence, advising and supporting senior management, other departments, and individual staff members in their efforts to conduct effective research projects and consultations. To provide an internal source of expertise in both qualitative and quantitative research methods.

To develop a programme of research based on the principles of Evidence Based Policing, ensuring that all research is relevant, cost-effective and carried out to the highest possible scientific standard. To facilitate BTP's use of research evidence to inform best practice, solve problems and deliver service improvements.

To deliver the timely and effective dissemination of all research and consultation findings throughout BTP.

To develop and implement a comprehensive and effective policy governance service across the force, ensuring that all BTP policy and associated documentation is evidence based, necessary, timely, published to a high standard and in line with relevant legislation.

To manage and develop BTP's and BTPA's horizon-scanning capabilities, ensuring the systematic examination of threats, challenges and opportunities which have the potential to affect BTP in the short, medium and long term. To identify any future trends and issues in both domestic and international policing which may have consequences for BTP.

REWARD

C. DIMENSIONS OF THE POST *The key statistics associated with the post*

Financial – Direct or Non-Direct

Non-Direct - budget to undertake research and deliver consultations

Staff Responsibilities – Direct or Non-Direct

Four direct reports - Research & Policy Analysts

Direct responsibility for overseeing and directing the work of external PhD, Masters and Undergrad Students

Non-Direct: Overseeing and directing the work of staff in relation to research across departments and portfolios

Any Other Statistical Data

None

D. PRINCIPAL ACCOUNTABILITIES: *What the job is accountable for and required to deliver*

Overall responsibility for leading and implementing the Force research strategy in order to increase research and evidence based capabilities within BTP.

Responsible for developing a programme of primary research based on the principles of Evidence Based Policing, ensuring that all research is relevant, cost-effective and carried out to the highest possible scientific standard. Responsible for leading BTP's use of research evidence in a way that informs best practice, helps solve problems and delivers service improvements.

Lead and develop a team of research and policy specialists in order to deliver the strategy with a focus on the organisation's capabilities, based on a sound research base. Ensuring that the findings of research projects and consultations carried out by BTP, its stakeholders and other relevant parties inform BTP strategy and policy development.

Contribute directly to the strategic direction, leadership and management of the Force to enable the delivery of BTP, stakeholder and government objectives through research and development.

Work closely with senior management and liaising with external partners to identify good practice nationally and internationally, ensuring that the work of BTP's researchers becomes increasingly well known amongst a range of stakeholders; regional, national and international.

Bring together best practice to deliver opportunities for performance improvement. Proactively seek out opportunities to create competitive advantage through the changing policing landscape.

Develop and manage a force-wide research and policy function that turns good practice into proven methodologies that can be applied in a structured way to existing and emerging problems.

Present evidence-based recommendations, best practice and remedial action plans to senior leaders for endorsement and implementation.

Support leaders in ensuring BTP is an evidence-based and learning organisation.

Establish and formalise a regional network of research and innovation in policing. Responsible for leading research collaboration between BTP and universities, other police forces and partners working in policing policy, research and practice. Responsible for directing and managing the work of PhD, Masters and Undergrad students and ensuring that the work informs BTP's key operational strategies.

Build strong relationships with rail industry, Transport for London and College of Policing to ensure all research and development opportunities are optimised.

Design, implement and manage an effective consultation strategy to enable chief officers and the BTPA to fulfill their statutory obligations under sections 50-59 of the Railway Transport Safety Act 2003.

Incorporate the views of victims, passengers, rail staff and other relevant stakeholders into the development of BTP strategy and policy development through management of the User Satisfaction, National Passenger and Rail Staff Surveys.

REWARD

Provide expert advice and guidance to internal stakeholders, staff and other individuals on research and evidence-based policing. Provide an internal source of expertise in both qualitative and quantitative research methods.

Responsibility for ensuring BTP's adherence with the Home Office's Quality of Service Commitment and the Victims Code of Practice.

Lead and manage the policy governance process to ensure that all BTP policy, SOPs and associated documentation is timely, necessary and complies with all relevant legislation. Responsible for ensuring the dissemination of good practice in relation to policy development.

Develop comprehensive knowledge of BTP strategic objectives to ensure that both operational and organisational priorities are reflected in both research and policy development.

Oversee the provision of BTP's horizon scanning service, ensuring that it informs BTP strategic decision making in a way that is timely, accurate and effective.

To manage and develop BTP's horizon scanning capabilities in order to advise senior BTP officers and staff on trends and developments in policing, criminal justice and other relevant areas that may influence future BTP research, policy, strategy and operational decisions.

Deputise for the Head of Strategy & Performance when required.

E. DECISION MAKING:

Make decisions

The post holder will be responsible for force-wide research activity and accountable for results.

The post-holder will be responsible for making recommendations and decisions in relation to carrying out research across the Force. This will involve influencing the Senior Command Team, Senior Management and BTPA as appropriate.

The post-holder will be responsible for the management and governance of force-wide policy and procedures.

The post-holder will manage and lead decision-making on force-wide research design and policy development to ensure consistency nationally.

The post-holder will be responsible for management of BTP's horizon scanning capabilities.

Significant say in decisions

The post holder is a member of Strategy & Performance Senior Management Team and as such will have a significant say in the corporate decision making process.

F. CONTACT WITH OTHERS: *The frequent contacts the post holder has with others and for what purpose*

Internal

The work of the post holder involves extensive liaison at the most senior level with Chief Officers, Heads of Department, Project Managers and employees across the organisation at all levels. This includes working strategically with the CC, DCC and portfolio heads.

Represent the Research & Development team and the Strategic Development Department at Board meetings and other internal and external meetings

External

College of Policing

British Transport Police Authority (BTPA)

Home Office

Department for Transport (DfT)

The National Police Chiefs Council (NPCC)

Her Majesty's Inspectorate of Constabulary (HMIC)

Victims of crime, passengers, local community/interest groups

Train Operating Companies and rail industry staff

Transport Focus and other consumer organisations

Association of Train Operating Companies (ATOC)

Transport Salaried Staffs' Association (TSSA)

Private and third sector research organisations

Universities and other external researchers

Suppliers and Contractors

Represent BTP at external meetings, conferences and exhibitions as Head of Profession

G. REQUIREMENTS: *The skills, knowledge, experience, qualifications and training required to perform the job.*

Essential Criteria:

Qualifications and Training:

A postgraduate qualification in a relevant discipline, preferably with a social research methods or criminological component.

Experience:

Significant experience at a senior level within the police service or comparable organisation.

At least three years' experience of working in a police, criminal justice, governmental research and/ or policy setting environment.

Project Management experience

Experience of managing multiple concurrent research projects to tight deadlines.

Experience of managing a diverse team with the ability to operate in situations requiring analytical, interpretative and evaluative skills.

Skills:

Proven problem solving and creative thinking skills – the post holder must be able to evidence the ability to think innovatively and devise creative solutions to problems.

Prioritisation skills to manage time and workload – the post holder must be able to evidence managing a demanding workload.

Excellent qualitative and quantitative research skills.

The ability to lead a team and to deliver results through others.

Good interpersonal skills and the ability to work as part of a team and on own initiative. The ability to liaise with internal and external contacts to establish and develop a two-way exchange of information and data.

Excellent verbal and written communication skills, with the ability to communicate effectively with a variety of audiences.

The ability to synthesise and summarise complex information (including statistics) into a user-friendly format

Good drafting skills, including editing, proof-reading and report writing.

Strong IT skills, including working knowledge of Microsoft Word, Excel and PowerPoint and good knowledge of SPSS.

Self-motivated with the ability to work under pressure and produce high quality work.

Ability to analyse and respond to external developments and identify issues clearly and speedily.

Knowledge:

Understanding and awareness of political environments and confident in dealing with people at all levels both internally and externally.

Advanced knowledge of social science research methodology and statistics.

Excellent knowledge of UK policing environment.

Desired Criteria:

Qualifications and Training:

Any further qualifications in a relevant discipline, preferably with a social research methods or criminological component would be of value.

Educated to PhD level in a relevant subject.

Recognised Project Management Qualification (e.g. Prince or Agile)

Experience:

Experience carrying out research, policy development and horizon scanning in a police, criminal justice or government setting.

Experience conducting research and policy work on sensitive topics.

Experience giving presentations and general public speaking.

Skills:

Ability to use qualitative research analysis software such as N*Vivo or SPSS Text Analysis for Surveys.

Knowledge:

Good knowledge of the Evidence Based Policing agenda.

Good knowledge of the wider political and socio-economic factors that affect policing and the criminal justice system throughout the United Kingdom and internationally.

- H. ANY ADDITIONAL INFORMATION:** *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

Particularly challenging is the need to be able to effectively communicate with all members of BTP and logically argue through new ideas and developments. The post holder will need to understand how to relate events in the policing agenda to the particular strategic objectives of BTP as a national force policing the railways of the United Kingdom.

To promote and support the achievement of BTP's 'make the difference' vision, goals and values and to act as a positive ambassador for BTP in all opportunities.

I. AUTHORISATION DETAILS

Prepared By:	Keely Duddin	Date:	29/06/2016
Area Commander /FHQ	Mike Furness	Date:	29/06/2016
HoD:		Date:	
Evaluation Panel:	Panel Members, Emma Norman, HR	Date:	13/10/2016