

## 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:	Learning Exploitation Delivery Manager	Current Grade:	B003
Department:	Learning Exploitation Centre	Area:	FHQ – A Division
Reports To:	Head of Learning Exploitation	No of Posts:	3
Level of vetting:	MV	Post Number:	TBC

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

Act as an expert, identifying opportunities, preparing proposals, plan, host & facilitate lessons learned forums, working groups and training events for knowledge sharing. To manage high-quality research in accordance with BTP's strategic objectives. To support other departments, units and individual staff with their research needs

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

**Financial – Direct or Non-Direct**

**Staff Responsibilities – Direct or Non-Direct**

**Any Other Statistical Data**

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

To plan, host & facilitate lessons learned forums, working groups and training events for knowledge sharing  
Gather, analyse observations and communicate lessons to ensure learning from experience is converted into actual improvements and benefits to the force  
Conduct desk-based research in the form of literature reviews and meta-analyses in order to make recommendations supported by scientific evidence

Produce high-quality reports that explain methodological choices, discuss findings, draw conclusions and make recommendations for consideration by senior officers and managers

Analyse evidence, sift external evidence and evidence based practice

Inform BTP's change programme through analysis of BTP's operating environment. Advise senior officers and staff on trends and developments in policing and criminal justice that might influence future BTP research, policy and strategy

Feed research evidence into the BTP policy development process. Support BTP's reform of the policy development and coordination process

To conduct high quality research work and deliver timely service in support of BTPs objectives and priorities

Evaluate and validate completed remedial actions

Provide a horizon-scanning service by preparing briefings, reports, assessments and ad hoc research in response to reasonable requests

Identify information of gaps and make recommendations based on analysed data to SCT, Senior Officers and Managers within external agencies and the BTPA. Task researchers with filling identified information gaps.

Develop and improve findings in conjunction with the Head of Learning Exploitation through liaison with external agencies. Identify system and process change requirements in respect of Lessons Learnt.

**E. DECISION MAKING:**

**Make decisions**

Accountable for decisions.

**Significant say in decisions**

Recommendations and decisions in relation to implementing Lessons Learnt Exploitation themes

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

**Internal**

Extensive liaison with Chief Officers, Heads of Department, Project Managers, Police officers and staff

**External**

British Transport Police Authority (BTPA)

Home Office

National Policing Improvement Agency (NPIA) COP

Department for Transport (DfT)

Association of Chief Police Officers (ACPO) Business Areas

Her Majesty's Inspectorate of Constabulary (HMIC)

Train Operating Companies and rail industry staff

Association of Train Operating Companies (ATOC)

Transport Salaried Staffs' Association (TSSA)

Private and third sector research organisations

Universities and external researchers

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

**Essential Criteria:**

**Qualifications and Training:**

A good undergraduate degree in a relevant discipline as well as a further qualification in research.

**Experience:**

Experience of carrying out research, policy development and horizon-scanning in a police, criminal justice or governmental setting

Experience of conducting research and policy work on sensitive topics

Experience of designing and carrying out research projects

Experience in policy development and co-ordination

**Skills:**

Excellent qualitative and quantitative research skills

Ability to work as part of a team and on own initiative. Able 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. 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

Self-motivated with the ability to work under pressure while producing high quality work

Good interpersonal skills and the ability to work effectively as part of a team

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

Proven problem solving and creative thinking skills. The applicant must be able to evidence the ability to think outside of the box and come up with new and innovative solutions to problems

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

**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 the UK policing environment

**Desired Criteria:**

**Qualifications and Training:**

A postgraduate qualification in a relevant discipline

**Experience:**

**Skills:**

**Knowledge:**

Knowledge of the Evidence Based Policing agenda

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 and influence 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.

**I. AUTHORISATION DETAILS**

Prepared By:

Date:

Area Commander /FHQ

HoD:

Date:

Evaluation Panel:

Date:

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