

### Job Description

**Job Title:** Lecturer in Policing Practice  
**Job Ref:** BAL29-R  
**Campus:** Hendon  
**Grade:** Grade 7  
**Starting Salary:** £43,811 per annum inclusive of Outer London Weighting rising to £50,136 incrementally each year.  
**Hours:** The duties and responsibilities of a Lecturer are wide-ranging. You will be expected to work hours as are reasonably necessary in order to fulfill your duties and responsibilities.  
**FTE:** 1  
**Period:** Temporary

**Reporting To:** Head of the Centre for Policing

#### **Role Summary**

The role will be held by an experienced policing scholar-practitioner who has good knowledge of the Police Constable Degree Apprenticeship (PCDA). The main focus of the role is learning and teaching, however the role holder is also expected to engage in professional practice activities including research and/or knowledge transfer.

#### **Job Purpose**

The post holder will make a major contribution to delivering the learning, teaching and assessment of the PCDA provision. This includes maintaining and strengthening relationships with our key partners in policing education. The Centre for Policing is based at Middlesex University's Hendon Campus, however, the role involves face-to-face meetings and teaching in Surrey, Sussex, Thames Valley and Hampshire police training centres throughout the calendar year. All associated travel, accommodation and subsistence costs will be covered by the University.

#### **Main responsibilities**

##### **Learning and teaching**

- Ensure the high-quality delivery of the PCDA provision including face-to-face and online learning and support via tripartite reviews
- Identify best and innovative practices in professional training, learning and teaching and build them into teaching practice
- Ensure that personal professional practice and knowledge of the field inform teaching practice
- Design, develop and review teaching activities and materials and contribute to course/programme review and design
- Give effective advice, guidance and feedback to students, to support their academic progress
- Enhance student experience and outcomes

##### **Research, Practice and Knowledge Transfer**

- Engage in professional practice activities, such as the provision of advice and/or training to professional groups and contribute to or lead (under guidance) applications for research and knowledge transfer funding
- Research and reflect on professional standards and practices and contribute to the presentation and publication of findings
- Develop and maintain a network of professional contacts in the sector and the wider community
- Maintain a profile in personal professional practice which has a proven impact on colleagues and practitioners
- Continually update own knowledge in the field of policing education.

### **Academic Leadership and Management**

- Lead learning and teaching activities for allocated cohorts
- Contribute to the administration of the academic programme, by supporting student recruitment, induction etc
- Actively contribute to the development of learning, teaching and assessment for the PCDA provision
- Demonstrate self-awareness and take ownership of personal learning and development, actively seeking and responding to feedback to improve professional and academic practice
- Advise and coach colleagues
- Undertake other activities, as required

**Fixed Term Contract:**

This post is offered on a three-year fixed-term contract, linked to the delivery of current policing education contracts. As these contracts are time-limited and subject to renewal through competitive tendering, the continuation of this role beyond the initial term will depend on the successful renewal or acquisition of future contracts. Middlesex University, as lead provider in the Police Education Consortium, has a strong record of securing and delivering these contracts, and it is our intention to renew or extend posts in line with future contract awards.

**Hours:** The duties and responsibilities of a Lecturer on the professional policing programmes are wide-ranging. You will be expected to work hours as are reasonably necessary in order to fulfill your duties and responsibilities. Some flexible working involving weekend or evening work will be required, including where necessary overnight stays.

**Leave:** 35 days per annum plus eight Bank Holidays and seven University days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

**Flexibility:** Please note this post requires the holder to spend short blocks of time (usually no more than two days) at police training centres as needed to deliver the programme so demands some flexibility. Teaching and assessment occurs across the calendar year and is not limited to the academic teaching calendar. In order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.

## **PERSON SPECIFICATION**

**Post Title:**                **Lecturer in Policing**

### **Knowledge, Skills and Experience**

- Experience of professional policing and/or policing education
- Appropriate academic qualifications at postgraduate level and/or professional experience equivalence
- Experience of delivering high quality teaching consistent with the Police Constable Entry Routes in an education setting
- Understanding of good professional practice in learning and teaching and its application for innovation in learning, teaching and assessment
- Evidence of ability to undertake research and/or knowledge transfer and produce research and/or professional practice outputs commensurate with stage of career
- Track record of high-quality partnership working
- Proven ability to work on own initiative, demonstrating accountability and learning, and as part of a team, motivating others to perform at their best
- Demonstrable commitment to fairness and the principles of equality and inclusion
- Willingness to travel, as required, to attend meetings and deliver teaching

Because the post holder will have unsupervised access to police premises and student officers' personal data, appointment will be dependent upon successfully obtaining Non Police Personnel Vetting (NPPV) Level 2.

## **Parking at Hendon campus**

There are currently *Regular Parking Permits and Pre-Paid Parking options* available to new joiners. *Further details are available on the Travel and transport page on the staff intranet. Please note if the number of applications becomes oversubscribed these parking options could be withdrawn at any point.*

## **Information for Disabled Staff**

Staff and visitors with their own current blue badge have access to free parking on campus. All blue badge holders should present a copy of their blue badge to the security office in the Quad. Holders will be given car park access up to the date of expiry of their blue badge.

## **Public Transport**

Our Hendon Campus is well served by public transport with buses, London underground and British Rail services all within a short walk of the campus. You can get detailed journey information from TfL ([www.tfl.gov.uk](http://www.tfl.gov.uk)) and have a look at our directions and location to help plan your travel: <http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx>

We offer an interest-free season ticket loan, interest-free motorbike loan, and bicycle and motorbike parking and changing facilities.

**We value diversity and strive to create a fairer, more equitable work environment for our staff and students.**

**We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff diversity networks, campus facilities and services to support staff from different backgrounds.**

The postholder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

## **What Happens Next?**

If you wish to discuss the job in further detail please contact Director of Policing Programmes Suki Lim ([S.Lim@mdx.ac.uk](mailto:S.Lim@mdx.ac.uk)).

## **POST GRADUATE CERTIFICATE IN HIGHER EDUCATION**

Staff who do not hold a teaching qualification in Higher Education may be required to undertake a PGCHE on appointment

Set out below are the conditions which apply to newly appointed academic or related staff in relation to the PG Cert Higher Education programme:

- all staff with a contract of more than two years duration and not less than 0.5 FTE are expected to complete the programme unless exempted at the time of appointment;
- other fractional staff and part-time hourly-paid staff may enroll on the programme subject to the normal University conditions concerning payment of tuition fees;
- exemption shall be granted to suitably qualified and experienced staff: *i.e.* 3 years full-time or equivalent or PG Cert HE or equivalent;
- normally staff should be expected to complete the PG Cert HE programme successfully within 24 months of enrolling;

- normally there will be an upper limit of four years to complete the programme successfully. If problems are identified at 30 months every effort will be made to resolve them at a staff development level;
- failure to complete the programme within four years may result in delayed grade progression within the University from Lecturer to Senior Lecturer and is likely to be considered negatively when candidates in such a position apply for promotion;
- staff must be given adequate time to complete the programme within an agreed time framework (*i.e.* normally within 24 months);
- staff will normally be given a time allocation of 0.1 FTE in order to participate in the programme;
- staff who do not complete the programme successfully within 48 months of enrolment without good cause shall not receive a further increment until they do successfully complete the programme;
- where exceptional circumstances apply staff should have the right to appeal to the Deputy Vice-Chancellor against a decision to withhold increments pending successful completion of the programme within four years.

The following qualifications will be considered for exemption of new teaching staff from undertaking the PGCHE:

**Either**

- Qualified teacher status: e.g. Registered teaching qualification recognised by SEDA, Bed, PG Cert E or further education qualification;
- DFEE registered teaching number (school based number);
- Recognised ENB (NURSING) teaching qualification.

**Or**

- Three years full time teaching experience (subject to review following guidelines from ITLHE).

**Not Accepted**

General Adult Education cert. not accepted at present as it does not consider theories of learning, knowledge, needs, skills, and principles of learning.

**NB** Regardless of exemption, all new lecturers to the University **MUST** go through academic induction.