

Job Description

Post title: Police Training Support Manager	Post No: 006771
Organisation Unit: Sociology, School of Social Sciences	Date compiled: August 2019
Grade: H – Salary £33,199-£37,345	Hours per week: 37 Weeks per year: 52
If fixed term, state duration:	
Immediate line manager: PL in Policing/International Law Enforcement – Phil Rudkin	
Designation and grade of any staff supervised by the postholder: None	
Job purpose: To develop aspects of the undergraduate professional policing provisions that fall within the responsibility of the School of Social Sciences.	
To strengthen and complement the existing policing team at NTU through specialist policing practice or training experience, the establishment and/or maintenance of relationships with policing bodies and, through the identification of opportunities, to develop the policing portfolio of the school.	
Principal duties and responsibilities: The role will encompass all of the following, but the balance of duties and responsibilities will be determined in discussion with the post holder's line manager:	
A) Principal Duties	
<ol style="list-style-type: none"> 1. To support the academic team at undergraduate level on existing programmes within Policing. 2. To support the practical simulation assessment of students utilising your practitioner experience. 3. As a member of the course team, contribute to the planning, design, development and review of module and programme content in line with the College of Policing's national framework. Identifying areas for revision, improvement or innovation in order to meet student and/or industry expectations and advise the academic team. 4. To act as a liaison with the College of Policing for the PEQF curriculum and advise the academic team of future developments. 5. To have primary responsibility for the design of simulated scenarios to support academic team with the delivery and assessment of allocated modules such as Police Powers, and any other modules where expertise allows. 6. To co-ordinate and manage simulated assessment days as part of the student's academic assessment. 7. Maintain relationships with national or international professional organisations within the subject field that would support the policing programmes at NTU. 	

8. To support the academic team in the co-ordination of pastoral care and motivation of students, supporting them in learning difficulties, and on occasion personal difficulties, ensuring that appropriate internal or external specialist support is co-ordinated.
9. Attendance at team meetings as required, and working cooperatively with Professional Services and technical team colleagues.
10. Support the academic course team at open day events.
11. To manage the police attestation ceremony for new recruits at the end of year 1 and co-ordinate with the Volunteer in Policing department at Nottinghamshire Police and Control room for practice-based learning activities.
12. To support the academic team with the delivery of modules as a practitioner within the learning environment.
13. To support the principal lecturer for Policing and International Law enforcement with administrative tasks such as assessment co-ordination as and when required.
14. To work as part of the development team for the MSc Policing suite and to have experience of creating blended learning programmes.
15. The postholder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined.

Special requirements:

Given the nature of the role, some weekend work and international travel may be required subject to the needs of the business.

All staff are expected to comply with the University's Health and Safety and Equal Opportunities policies in the performance of their duties.

Job description drawn up by	Phillip Rudkin	August 2019
Approved for department by	BLSS HR	August 2019