# EBP Research Coordinator

## Position Details

**Reports to:** Team Manager Research Insights

**Location:** Evidence-Based Policing Centre, Lambton Quay Wellington

**District/Service Centre:** Evidence-Based Policing

**Shift work/non shift work:** Non shift

**Group**: Service Delivery Group

**Remuneration range:** Band G

**PHPF Level Purpose:** Individual Contributor

**Employee Type:** Police Employee

**Direct reports:** Nil

**Delegated financial authority:** Nil

## Context

New Zealand Police is the lead agency responsible for reducing crime and enhancing community safety. We work in partnership with individuals, communities, businesses and other public sector agencies to achieve our vision to have the trust and confidence of all. The Evidence-Based Policing Service Centre sits within Service Delivery Group, which contributes to the achievement of our vision through enabling the transformation of Police to deliver Our Business.

## Purpose

The purpose of the Evidence-Based Policing (EBP) Service Centre is to embed an evidence based approach into all operations of Police. By using information, crime-science and problem-solving methods we will ensure that proven approaches and tactics guide our work, are seen in the results, and provide confidence that what we do works. EBP is a critical function to support the organisation in realising its opportunity to be the best Police Service and deliver on Our Business.

The EBP Research Coordinator role is positioned within the Performance and Research Insights team, which delivers the majority of the relevant academic research, statistical and performance insights for EBP projects and the organisation. Working collaboratively with other EBP teams, they ensure that the development of real world practical research projects are informed by relevant academic research, data analysis, service design, statistical and performance insights.

To support the delivery of these outcomes the EBP Research Coordinator provides support to the Research Review and Access Committee (RRAC) and supports individual projects using appropriate project management tools and processes. Whilst ensuring strong alignment with approved Police procedures and practices they will also hold a strong focus on opportunities to improve our systems and approaches.

In performing this role the EBP Research Coordinator will work collaboratively and seamlessly with others in multi-disciplinary teams and specific project teams across EBP to deliver integrated, high quality and innovative work.

The EBP Research Coordinator also works closely with the Principal Academic Research Advisor to manage relationships with external research partners.

The purpose of leadership in this role is to deliver (or enable others to deliver) Our Business.

## Accountabilities

### 1. Be safe and feel safe

- Understand the hazards in your work area and eliminate or minimise the associated risk.
- Report all accidents, incidents and near misses in MyPolice in a timely fashion.
- Actively participate in Wellness and Safety initiatives and training.

### 2. Service delivery

- Provide secretariat services to the RRAC including scheduling of regular meetings, distribution of proposals, collation of reviewer responses and maintaining records.
- Receive research requests and provide a professional, customer focused response to requesters.
- Triage research requests to ensure they meet RRAC guidelines.
- Facilitate sign off and Police sponsorship of approved research requests.
- Coordinate applicant fulfilment of RRAC conditions such as research agreements, security clearances and sponsor support.
- Contribute and administer project outputs (including cost, scope, time and quality requirements), including:
    - Develop and maintain budgets including forecasting as necessary.
    - Develop and maintain project schedules and identifies dependencies.
    - Ensure issues and risks are raised in a timely manner and managed within the project's budget, key milestones, quality, scope or benefits.
    - Ensure change requests are raised in a timely manner when there are changes to a project's budget, key milestones, quality, scope or benefits.
    - Ensure minutes, actions and decisions are documented and distributed as necessary.
- Identify and analyse any impact on the project and work collaboratively with groups implementing projects to ensure that project deliverables are met.
- Undertake project tasks to support colleagues.
- Supports individual EBP projects using appropriate project management tools and processes.
- Work collaboratively with stakeholders ensuring there is effective two way communication and any opportunities for improved effectiveness are identified.
- Contribute to meeting Police obligations under the Treaty of Waitangi and acts in a way which demonstrates responsiveness to Maori.

### 3. Teamwork

- Work collaboratively and effectively as part of a multidisciplinary and multi-agency team within a dynamic environment.
- Demonstrate a proactive outlook and a strong customer service and service delivery focus.
- Encourage and support open, honest and constructive relationships with colleagues.
- Contribute positively with other members of the team in order to achieve team goals.

- Provide peer review and quality assurance for team members' work.

### 4. Relationship management

- Develop highly effective working relationships with colleagues within Evidence-Based Policing and the wider Service Delivery business unit, as well as with Districts, Service Centres, and the Royal New Zealand Police College.
- Support the Principal Academic Research Advisor to manage relationships with external partners and researchers.
- Participate in and contribute to consultative and information sharing networks to support Evidence-Based Policing both internally and externally as appropriate.

## Additional Requirements

For selection purposes, candidate suitability will be considered in relation to:

- Potential to perform well in the position, given a reasonable period of time for familiarisation and/or training.
- Personal attributes and temperament relevant to the position.
- General health which will allow for the performance of all duties and functions of the position (for constabulary employees a current PCT is an indicator of general health).

### Qualifications

- A relevant tertiary qualification (e.g. criminology or social science discipline) with an applied research component.