

**Associate Professor (Course Director - MSt
Programme in Applied Criminology,
Penology and Management)
Institute of Criminology**

8th December 2024
Job Reference: JL44172



Course Director - MSt Programme in Applied Criminology, Penology and Management

Salary:

£62,098-£65,814

Contract:

Fixed Term- 3 years (in the first instance)

Location:

Cambridge

Faculty / Department:

Institute of Criminology

Responsible to:

Ben Crewe, Professor of Penology and Criminal Justice

Working Pattern:

Part-time 80% FTE

The Institute carries out mainly postgraduate teaching, including two part-time MSt programmes in Applied Criminology.

The Associate Professor will take overall responsibility of the MSt programme in Applied Criminology, Penology and Management (MSt Penology), which is run as a trading activity and is primarily for senior criminal justice practitioners, mainly those working in prisons, probation, the third sector, the magistracy and law. This is a part-time course run over two years. Students attend in-person teaching and supervisions in Cambridge in three teaching blocks per year - March/April, July and September.

There are typically around 25-30 students in each cohort of the programme. Twelve students per year are currently sponsored by HM Prison and Probation Service (HMPPS), under a contract due to run for a further three years.

Purpose of the role

The Course Director has overall responsibility for all aspects of the course, including recruitment and admissions, course quality and assurance, financial oversight, managing its contractual

relationship with HMPPS, and leading strategic development.

The Course Director will design the content and teaching methods of the course (in line with University regulations), teach, supervise and mark on the programme, supervise the academic staff involved with it, and oversee its day-to-day operation.

Key responsibilities

Programme Direction

- Take responsibility for the overall design and delivery of the course, ensuring that quality and standards are maintained to the highest levels and in line with the University's regulations.
- Develop course modules. Write, deliver content, periodically review course design, pedagogy and assessment. Provide innovative course development as required.
- Plan annual course budgets, and oversee its financial position. Provide guidance on day-to-day spending, ensuring compliance with University regulations, and allocation of studentships from different funding sources.
- Manage contractual arrangements with HMPPS and other relevant criminal justice agencies. Develop industry links and networks, organise external speakers.



Key responsibilities ...continued

- In conjunction with the Criminology Learning and Teaching Committee, develop policies for the programme

Teaching and Supervising

- Plan, prepare and deliver lectures, seminars and classes, including lecture material and handouts
- Supervise students
- May be asked or required to teach on other programmes within the Institute which are run during standard University terms (i.e. the M.Phil. programmes and the Ph.D. programme).

Assessment and Examining

- Design assessment methods
- Oversee student assessment including some marking of essays and dissertations

Student Recruitment and Admissions

- Pro-actively manage student recruitment and look for ways to increase student numbers / diversify revenue streams linked to the course
- Design and deliver a high-quality marketing strategy for the course
- Oversee student selection and admissions, including interviews and assisting with the HMPPS recruitment process

Departmental duties and Line Management/Supervision

- Member of Institute Committees
- Overall responsibility for all aspects of quality assurance for the programme
- Overall responsibility for supervision and examination issues, including academic misconduct, student support and satisfaction
- Full line management of course teaching staff (currently x2 Teaching Associates) including performance issues and staff development. Supervision of ad-hoc teaching staff
- Attend conferences in specialist subject area to liaise and network with national/international colleagues

Research

- Undertake high-level research and contribute to the Institute of Criminology's research profile and culture
- Conduct and publish original research of international reach and significance
- Investigate new areas of research within specialist subject area
- Pursue external funding, primarily as a principal investigator on solo, interdisciplinary and /or collaborative grants

Person Specification

Criteria	Essential	Desirable
Qualifications		
Qualified to Ph.D. level in a relevant subject such as criminology, criminal justice, penology, sociology or psychology	✓	
Experience		
Considerable teaching experience, including previous work in developing teaching material and supervising students; experience in delivering lectures and seminars to undergraduate and/or graduate students and developing innovative course materials	✓	
Previous confirmed experience of organisation, management, leadership, communication and programme development in an HE establishment		✓
Strong and developing reputation in the field of criminology, criminal justice and/or penology	✓	
Have established networks and relationships with relevant criminal justice agencies such as HMPPS, and other criminal justice agencies in the UK and overseas		✓
Experience of managing large budgets	✓	
Experience of designing and delivering learning and teaching for part-time and remote study and supervision.		✓
Track record of securing research funding	✓	
Skills		
Excellent interpersonal and communication skills, with ability to explain concepts and convey complex information to practitioners, develop and encourage a commitment to learn in others, and present material to a range of audiences.	✓	
Proven ability to lead and inspire a team and work with vision and foresight	✓	
Competence in both qualitative and quantitative research methods		✓
Ability to oversee the provision of student welfare and pastoral assistance to students	✓	
Additional Requirements		
Availability for In-person lectures and supervisions which take place over 9 weeks of the year, outside the main University teaching terms in March/April, July and September	✓	

The Institute of Criminology



The Institute of Criminology is a department within the Faculty of Law. It is not only one of the oldest Institutes of Criminology in Europe, it is also among the strongest criminology departments globally with respect to the scope and impact of its research, the quality of its academic support infrastructure, and the talent of its students.

Since its foundation in 1959 by Sir Leon Radzinowicz, the Institute has counted many leading criminological researchers among its staff. It is located in modern purpose-built premises conveniently situated next to the Law Faculty on the University's Sidgwick Site, a 10-minute walk from the City Centre. The on-site Radzinowicz Library is one of the world's most important resources for criminological literature.

As part of its mission, the Institute of Criminology has a strong programme of visiting fellows, knowledge exchange activities, and engagement with stakeholders and the wider public.

Research

The Institute is highly active in research across most areas of criminology (for further information see [Research](#)). Areas where members of the Institute make outstanding contributions to knowledge include developmental and life course criminology, prisons research, policing research, experimental criminology and crime prevention, female offending, the ethics and moral dilemmas of criminal justice, and the history of crime and justice.

Research Continued..

The Institute's research is currently loosely organised in six research clusters called Research Centres, namely Prisons, Penal Theory and Penal Ethics, Violence, Analytical Criminology, Experimental Criminology, and Community, Gender and Social Justice. These research clusters may change as the landscape of research interests, networks, and collaborations among the academic staff evolves. An in-house grant administrator supports academics with grant applications.

Teaching

The Institute of Criminology offers a one-year postgraduate degree (MPhils in Criminology and in Criminological Research) and a PhD programme (for further information see [Courses](#)). Around 50 MPhil students and 45-55 PhD students are registered at any one time. Our intake of students comes from a variety of disciplinary backgrounds. Around 35% of our intake of MPhil students is from the UK, around 20% from the EU, and around 45% from overseas, mostly from the USA, Canada and Australia, but comprising over 35 nationalities over the past 5 years. This diversity is a unique asset, and the Institute promotes an academic culture that blends teaching and research excellence in the UK with a truly global mission. Many of our PhD students have continued successfully into academic careers at leading universities across the world.

Institute staff also teach an undergraduate course for the Faculties of Law, the Faculty of Human, Social and Political Sciences, and the Faculty of Psychology and Behavioural Sciences. Since October 2017 we have also provided a substantial proportion of the Part II Tripos in Sociology and Criminology (led by Sociology).

In addition to these full-time courses, the Institute runs three part-time MSt programmes for senior criminal justice practitioners and senior police officers (the MSts in Applied Criminology, Penology and Management, Applied Criminology and Police Management, and the Applied Criminology and Police Management (Degree Apprenticeship)). These programmes are one of the pillars of the Cambridge brand of Criminology with its emphasis on knowledge-exchange between academia and practice.

The School



The Institute of Criminology is within the School of the Humanities and Social Sciences

About the School

The School of the Humanities and Social Sciences includes a wide range of disciplines with differing methodologies, from highly quantitative analysis of 'big data' to ethnography and the analysis of the material culture and thought of past societies. The geographical range is equally broad, with Centres of African, Latin American and South Asian Studies, and specialists within each Department or Faculty.

Each institution has its own well developed research profile, but increasingly we are working across disciplinary boundaries within the School and with colleagues in other Schools.

The School is participating in university-wide Strategic Research Initiatives such as public health, global food security, energy and

conservation which bring the insights of social sciences to bear on some of the major issues facing the world today; Cambridge is one of the world's leading centres for science, technology and medicine, and the social sciences are now playing an increasingly important role in understanding the social, political and economic contexts.

We are fortunate in the provision of research funds from the Philomathia Foundation for the Social Science Research Programme.

The School is, in terms of student numbers, the largest of the six Schools in the university.

Full information regarding the School can be found at <https://www.cshss.cam.ac.uk/>

Terms of Appointment

Tenure and probation

Appointment will be made on a 3 year fixed- term basis. Appointments will be subject to satisfactory completion of a 2 year probationary period.

Hours of Work and Working Pattern

The appointment is part-time 80% FTE (or down to 60%FTE)

Pension

You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a hybrid pension scheme. If you are already a member of the NHS Pension scheme, you may be eligible to continue in the scheme and should contact the Pensions section of the University. For further information please visit: www.pensions.admin.cam.ac.uk/.

Annual leave

Full time employees are entitled to annual paid leave of 41 days inclusive of public holidays. For new part-time employees, annual leave will be pro rata'd based on days worked.

General information

Pre-employment checks

Right to work in the UK

We have a legal responsibility to ensure that you have the

right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

Health declaration Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

Qualifications

The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

References - offers of appointment will be subject to the receipt of satisfactory references.

Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment.

Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact, the Department Administrator, who is responsible for recruitment to this position.

The University

The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.

Our sustained pursuit of academic excellence is built on a long history of world-leading teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

Our capital investment projects include academic and commercial growth at both the West Cambridge Innovation District, and the Biomedical Campus in the south of the city. Eddington, in North West Cambridge, is a mixed-use development including key worker housing for staff, a community centre and a new primary school, managed by the University. Through these projects, the University is deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future.

Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.



About Us

The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit undergraduate students, provide student accommodation and pastoral support and deliver small group teaching for undergraduates.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

“Cambridge graduates and researchers have made – and continue to make – a colossal contribution to human knowledge and the understanding of the world around us. Their work touches on the lives and livelihoods of everyone from patients diagnosed with life-threatening diseases, to residents of areas critically affected by climate change, to children growing up in conflict zones. It has a lasting impact on our society, our economy and our culture: the world is truly a better place thanks to their efforts.”

Stephen Toope, Vice Chancellor 2019



Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 23,000 students and over 16,000 staff from all walks of life and corners of the world.

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

We offer a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a science and technology campus to the west of the city centre, and is expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.



Equality & diversity

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here:

<http://www.equality.admin.cam.ac.uk/>

The University has a bronze Race Equality Charter award, with a framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena swan award recognises and celebrates good practice in recruiting, retaining and promoting gender equality.

Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances at the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the Visit Cambridge website.

If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit <https://www.accommodation.cam.ac.uk/RelocationService/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of staff with the costs of relocating to Cambridge.

Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit <https://www.accommodation.cam.ac.uk/>



What Cambridge can offer

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a [career break scheme](#) for academic and academic-related staff, with additional flexible working policies for all other staff.

Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings.



CAMBens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMBens. CAMBens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes



What Cambridge can offer

Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay, and paid emergency leave for parents and carers.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high quality holiday Playscheme may be available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here:

<https://www.childcare.admin.cam.ac.uk/>

The [Newcomers and Visiting Scholars Group](#) is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people. The Postdoc Academy supports the postdoctoral community within Cambridge. Further details are available here: <https://www.postdocacademy.cam.ac.uk/>

Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the [Cambridge Festival](#), which is a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Development opportunities

We support new employees to settle in through various activities as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.



How to apply

Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

Informal enquiries are welcomed and should be directed to:
Professor Ben Crewe Email: bc247@cam.ac.uk

If you have any queries regarding the application process please contact **or Lisa Fretwell, HR Administrator** on HRAdministrator@crim.cam.ac.uk or **Meg Horobin, Hr & Facilities Coordinator** on hrcoordinator@crim.cam.ac.uk

The closing date for applications is: Sunday 8th December 2024

The interview date for the role is: Tuesday 17th December 2024