

Risk and Assurance Manager

Information about the appointment and candidate brief

May 2023

(Open to flexible working, part-time and job share)

An Introduction to British Transport Police Authority

The British Transport Police Authority (BTPA/“the Authority”) is the independent oversight body of the British Transport Police (BTP/“the Force”).

BTPA was formally established under the Railways and Transport Safety Act 2003 (“the Act”) and is the independent body responsible for ensuring an efficient and effective police force for rail operators, their staff and passengers. Its duties and functions are similar to those of the Scottish Police Authority or a Police and Crime Commissioner in England and Wales, but it oversees a force that is responsible for policing the railways of Great Britain.

The Act gives BTP a statutory jurisdiction extending throughout Britain’s railway networks and property. Within this jurisdiction, a BTP constable has the same powers and privileges as a Home Office constable. It also extends outside railway property when acting on railway matters. As a non-Home Office police force, however, BTP differs significantly in terms of governance, funding, accountability and specialisation.

BTPA is made up of up to seventeen Members appointed by the Department for Transport and supported by the small Executive Team. The Executive Team is formed of a small number of specialists in areas covering governance, finance, strategy, analysis, audit, and communications. The independence and calibre of this team in providing independent scrutiny, a second line of assurance, transparency and openness is critical to ensuring public confidence and accountability. The Members provide knowledge and experience of issues that concern passengers, the railway industry, railway employees and the devolved nations. Its statutory duties include:

- Securing the maintenance of an efficient and effective police force
- Ensuring the efficient and effective policing of the railways
- Appointing the Chief Constable, Deputy Chief Constable, Assistant Chief Constables, Directors of BTP and the Chief Executive and Chief Finance Officer/Treasurer of BTPA
- Entering into Police Service Agreements with railway operators
- Employing police constables, civilian employees and cadets
- Regulating the government, administration and conditions of service of those employed by the Authority in the service of the police force
- Setting a strategy for policing the railway
- Setting objectives for the policing of the railway
- Issuing an annual Railways Policing Plan
- Setting the budget of expected income and expenditure for policing the railways each year as well as defraying the expenses and recovering the cost

BTPA is responsible for setting objectives for the BTP before the beginning of each financial year. The BTPA announces these objectives, as well as its strategic direction and performance review of the BTP through a number of publications:

- The [Strategic Plan](#) sets out the BTPA’s medium-term and long-term strategies for policing the railways during that period; the latest plan covering 2022-25 was launched in June 2022.

- The national and local [Policing Plans](#) contain the BTPA's priorities for the next three-years, the financial resources it expects to be available and how it proposes to allocate those resources. These plans are reviewed and refreshed annually.
- The [Annual Report and Accounts](#), published after the end of each financial year.

An Introduction to British Transport Police

As the specialist and dedicated police service for Britain's railways, BTP's work is wide reaching, providing an important service to all passenger and freight operators, Network Rail, their staff and customers across England, Scotland and Wales, as well as policing the London Underground, Docklands Light Railway, the Midland Metro Tram System, Croydon Tramlink, Sunderland Metro and Glasgow Subway.

In delivering its increasingly challenging mandate, BTP must deliver value for money for its funders. Working effectively and productively with a broad range of stakeholders, whether it is others in the policing family in England, Scotland and Wales, the rail industry, the Department for Transport, the devolved administrations in Scotland and Wales or the BTPA, which holds the Force to account, is essential.

Whilst the focus on minimising crime and disruption on the railways is unwavering, BTP is working hard to tackle terrorism, improve its approach to safeguarding and operate in an even more flexible and responsive way. This is all alongside working with the rail industry to look at the future of policing and security under any rail reform model. BTP/A are leading the conversation on the shape of policing and security for the nation's railways in the future, recognising that the landscape is changing, technology is advancing and the challenges to keep the railways safe are evolving. BTP has developed it's a 'Force on the Move' change programme to drive this work aiming to increase its sphere of influence in rail and beyond by ensuring BTP is recognised for its specialist skills and the value it adds through:

- Being focused on the future
- Becoming a modern and inclusive workplace
- Optimising service delivery
- Pioneering a new generation of partnerships

Unlike Home Office police services, BTP is accountable to the BTPA, falling under the remit of the Secretary of State for Transport, rather than the Home Secretary, as it is for forces in England and Wales, or the Cabinet Secretary for Justice, for those in Scotland. Furthermore, BTP is substantially funded by train companies as well as by Network Rail and Transport for London, and it must operate efficiently, delivering a high-quality, responsive service across an expanding network at a cost which delivers recognisable value for money for funders.

BTP currently has an overall revenue budget of circa £365.3m, which is subject to approval by the BTPA. BTP currently has a mix of police officers, special officers, PCSOs and civilian staff all of whom are employees of the BTPA as the legal entity.

The BTP Fund

BTPA is responsible for setting the expenditure budget and raising income under the terms of Police Services Agreements with industry partners, both for itself and for BTP. BTPA is also responsible for its own administration and expenditure. BTP has a large degree of autonomy in the spending of the budget given to it by BTPA, and full independence in policing matters, but it is the role of BTPA to exercise appropriate oversight of the Force, particularly in matters of financial and corporate governance.

A single fund exists known as the BTP Fund into which all income is paid and from which all expenditure is made. The Chief Executive of the Authority is the Accounting Officer of the Fund and the Chief Finance Officer (CFO) is the Treasurer. The Chief Constable is an additional Accounting Officer and is responsible for the resources under her control. A clear description of responsibilities can be found in Annex 6 of the Authority's [Code of Governance](#).

The Risk and Assurance Manager role

Role Profile

Take a leading role in the oversight of risk management, internal controls and internal/external audit of the BTPA. Drive the risk management agenda with a focus on embedding risk management within the organisation and continuous controls improvement.

Partner with colleagues and stakeholders across the Authority, BTP and government to collate assurance and reporting across the three Lines of Defence to enable the BTPA Executive and Members to maintain appropriate oversight of the BTP. Develop reports to Members to support effective engagement with Committees.

A key statutory deliverable is the production of the Annual Report as part of the Annual Report and Accounts. The role is responsible for developing and managing the BTPA budget.

The role reports directly to the CFO. Authority staff are working to a hybrid model with staff attending the office in Camden 40% of the week (pro-rated for working patterns) and working from home for the remainder. BTPA is an inclusive employer and embraces flexible working to ensure it has the widest reach and its employees have a work/life balance.

Accountabilities

Risk Management and Controls

1. Working closely with the Chair of the Audit and Risk Committee (ARAC), CFO and collaboratively with BTP, ensure the key risks across the organisation are subject to continuous assessment and review providing regular maintenance of the joint risk register. This covers both operational risk and strategic risks within the business.
2. Oversee the counter-fraud strategy, ensuring organisation-wide adoption and continued focus on fraud awareness and prevention.
3. Liaise across the organisation to ensure the annual Management Assurance Report (MAR) is submitted to DfT in a timely and accurate manner. Ensure continued focus throughout the year by BTP on the development and delivery of the MAR action plans and provide independent review and testing of evidence of actions undertaken.
4. Oversee the reporting and monitoring of internal control deficiencies and subsequent remedial actions.
5. Oversee the adoption of the Government Functional Standards.

Internal/External Audit

6. Manage the Internal Audit process including development of the annual internal audit plan, agreeing scope of reviews, reviewing internal audit reports, reviewing/providing management responses to audit findings and reporting to the ARAC.
7. Oversee the external audit process of the Annual Report and Accounts of the British Transport Police Fund. Work with external audit providers and the BTP finance team to ensure an effective and efficient audit process.

8. Maintain an assurance map to guide ARAC and other Committees where assurance is obtained through the three Lines of Defence. Ensure continuous development and improvement is adopted and that this is reflected within the BTPA Oversight Map.
9. Represent BTPA at BTP assurance boards providing scrutiny and oversight.

Board Reporting/Committee Management

10. Manage the ARAC throughout the year, including working directly with the CFO, Committee Chair and Board Secretary on the annual plans, agendas, commissioning, preparation of dashboards/reports/papers, and review of minutes.
11. Maintain ARAC Member knowledge through the provision of induction information, ongoing relevant information and arranging training sessions where relevant.

Finance, reporting and other

12. Develop, monitor and prepare periodic reporting on the BTPA budget of c. £2.7m.
13. Lead the BTPA and the BTP in the preparation of the Annual Report and Account for the British Transport Police Fund. Draft sections as necessary, including the Governance Statement. Liaise with BTP Finance department, external auditors and utilise Government guidance to ensure completeness and accuracy of disclosures.
14. Lead on day to day BTPA financial activity including, but not limited to, purchase orders and other transactions, applying best practice principles.
15. Apply relevant Government guidance, e.g. 'Managing Public Money' in decision making.
16. Liaise with the DfT to establish reporting requirements to DfT and co-ordination of statutory and non-statutory returns to the DfT and other government bodies. Provide assurance over these prior to submission.
17. When needed, assist other members of BTPA on priority work areas.

Knowledge, Skills and Experience

Essential

- Educated to degree level in a relevant subject or equivalent training and experience
- Proven experience of leading risk management procedures
- Proven experience of engaging with audit providers (internal/external) and understanding their role in providing assurance
- A background in financial management with responsibility for a budget
- Excellent communication and influencing skills with the ability to manage multiple stakeholders, and be able to present complex reports and information in high quality, concise and easy to understand formats
- Knowledge of internal controls
- High level of Microsoft 365, especially Excel
- Strong organisational skills, including the ability to forward-plan and prioritise work to meet deadlines and strong sense of ownership and accountability

Desirable

- A formal qualification in Risk or Assurance
- Knowledge of the police, public sector and/or rail industry

Remuneration package

The post is graded as C001 and the salary is on a seven-point scale from £52,519 to £62,212 per annum.

Allowances (in addition):

- London Weighting Allowance of £2,835 per annum

Other benefits include:

- 28 days leave per annum, rising to 30 days with 5 years' service
- Police Staff Pension scheme

How to apply

You are asked to submit your application by way of a CV and supporting statement no more than two sides of A4 providing clear examples of similar work that you have done. This should demonstrate your working experience within the following areas:

- Risk Management and Controls,
- Internal/External Audit,
- Board Reporting/Committee Management,
- Financial Reporting.

The evidence provided must be specific and focused on your personal involvement, experience, actions and the resultant outcome.

Applications should be sent as follows:

By email to: BTPArecruitment@btp.police.uk

The closing date for applications is **9am Monday 5 June 2023**

Information for candidates

Equal opportunities

BTPA is an equal opportunities employer and is determined to ensure that:

- The workforce reflects the diverse community which it serves and that the working environment is free from any form of harassment, intimidation, bullying or victimisation;
- No job applicant or employee is treated more or less favourably on the grounds of gender, sexual orientation, age, marital status, race, colour, nationality, ethnic or national origins, creed, religion or disability;
- No job applicant or employee is disadvantaged by conditions or requirements which cannot be justified by the requirements of the job.

Data protection

Any data about you will be held in secure conditions with access restricted to those who need it in connection with dealing with your application and the selection process. Data may be used for the purposes of monitoring the effectiveness of the recruitment process but in these circumstances all data will be kept anonymous. The equal opportunities monitoring form is used for monitoring the selection process only. If you do not wish to have these details recorded please return the form uncompleted. If you are unsuccessful, personal details relating to your application will be destroyed after 6 months.

Pre-employment checks

The successful candidate will be subject to the satisfactory completion of pre-appointment enquiries including management vetting and references, before an appointment can be offered formally. The successful candidate will be required to sign a contract with the Authority before taking up appointment.

It is a requirement of the pre-employment checks that you have been resident in the UK for the last three years.

Travel costs

There are no arrangements for the reimbursement of travel costs.