

# Senior Scotland Project Manager

## Information about the appointment and candidate brief

December 2018

## A letter from the Executive

Dear Prospective Candidate,

Thank you for your interest in this temporary appointment.

The British Transport Police Authority (BTPA) is seeking a Senior Scotland Project Manager for a 9 month contract, with the potential for extension.

This appointment would provide the successful candidate with the opportunity to work on a discreet project with full ownership reporting directly to the Chief Executive of the BTPA. As the project enters a new phase, the post holder would be responsible for building on the existing work completed and reshaping requirements responding to decisions made by Scottish Government. This would suit someone who thrives in ever-changing, political and high-profile environment.

The primary collective purpose of the BTPA Executive is to support the Authority Members in their role to ensure the efficient and effective policing of the railways. This is delivered through the fulfilment of the Authority's statutory duties. These, however, form only a part of the work that is required to be completed by the Authority and Executive. 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 BTPA Executive is seeking an individual who has acute political awareness and with the ability to adapt, drive changing demands and implement new procedures.

If you think you have suitable skills and experience, we would encourage you to apply for this role and wish you the best of luck.

## The role

### Role Purpose

To lead the work necessary to deliver new phase of work to devolve the policing of railways in Scotland.

The devolution of railways policing in Scotland is a challenging and complex piece of work, and considerable work has been done to assess the risks and the challenges that full integration presents. In August 2018, the Scottish Government decided to review the options for devolving railways. A detailed re-planning exercise is now underway to explore all options available for interim arrangements that quickly give effect to the Smith Commission's cross-party recommendation to devolve railway policing to the Scottish Parliament.

Working with the Chief Executive, members and senior officers and staff in the BTP, the post holder will liaise closely with the Scottish Government's Programme management office, the Scottish Police Authority and other parties across a complex delivery landscape to shape that work and to implement new arrangements. The role is based in London but will include the requirement to travel to Scotland regularly.

### Liases with

- Senior government officials (Department for Transport & Scottish Government)
- DfT sponsorship team
- Scottish Police Authority
- Police Scotland
- Police Federation and other staff associations
- Rail Delivery Group
- BTP Chief Officers

### Accountabilities

1. To work closely with key stakeholders to ensure that decisions on options to devolve railways policing in Scotland act in the BTP/A's best interests.
2. To establish and run any new enhanced governance and accountability arrangements with Scottish partners as required by the wider programme including the development of related written documentation such as the Authority Code of Governance and Committee terms of reference.
3. To proactively monitor progress and report to Authority Members, convening stakeholders to resolve issues and initiate appropriate corrective action, and escalating issues to relevant decision makers where required.
4. Lead re-planning of work streams and co-ordinate each work-stream and its interdependencies, working closely with the BTP and BTPA leads.

5. Manage documents and processes to allow the Authority and BTP to successfully manage their input to the project.
6. Continuously assess and update the risk and issue log for the Authority and BTP with respect to UK devolution, identifying implications and recommending mitigating actions.
7. Monitor and report on spend forecasts in line with agreed project budgets.
8. Support communication and engagement with project stakeholders, developing and maintaining key relationships and working in partnership to resolve problems.
9. Providing ad hoc policy advice, support and assistance to the Chief Executive

## **Knowledge, Skills and Experience**

### **Essential**

1. Qualified to a degree level or relevant experience and a project management qualification such as Prince2 or an APMP
2. Experience of scoping and delivering projects in a large complex organisation Whilst not expected to be a subject matter expert in all areas of the project a demonstrated ability to lead those competent in these areas and the overall project is required.
3. Experience of handling confidential and sensitive information.
4. Excellent oral and written communication skills which inspire credibility both internally and externally.
5. Evidence of working collaboratively across a range of stakeholders and/or agencies and an ability to understand the way that the Authority and Force interact with stakeholders.
6. The ability to respond rapidly to changing demands and deliver efficient follow ups recognising the connections between issues and implications of actions.
7. A balance between assertiveness, tact and sensitivity inherent when dealing with executives, non-executives and external organisations.
8. Knowledge of project management disciplines, including: project management; programme management; risk and issue management; benefit management; business change and resource management and planning.
9. Intermediate level Microsoft Office, including Project, Word, Outlook, PowerPoint and Excel.

### **Desirable**

1. Experience of delivering organisational change
2. Experience of working within a political setting and acute political awareness.

**Location**

The post will be located at the Authority's offices in Camden.

## Remuneration package

The full-time salary for the post is based on a seven-point scale from £48,178 to £57,404 per annum, dependent on experience.

This is a 9 month fixed term contract based in London but will include the requirement to travel to Scotland on occasion. Secondments would be considered.

Allowances (in addition):

- London Allowance of £2,520 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 providing clear examples of similar work that you have done under each of the main headings in the accountabilities section. The evidence provided must be specific and focused on your personal involvement, experience and actions. Your supporting statement should demonstrate you have the key qualities and attributes outlined in the knowledge, skills and experience section outlined above.

For an informal discussion about the role, please contact **Ellie Hartup** on **0207 388 2643** or [elodie.hartup@btp.pnn.police.uk](mailto:elodie.hartup@btp.pnn.police.uk) who will make arrangements for you to speak Ian Pigden-Bennett, Interim Chief Executive.

Applications should be sent as follows:

**By email to:** [BTPArecruitment@btp.pnn.police.uk](mailto:BTPArecruitment@btp.pnn.police.uk)

The closing date for applications is **10am on 20 January 2019**.

## Information for candidates

### British Transport Police Authority

The Authority was established by the Railways and Transport Safety Act 2003 and became operational on 1 July 2004. The Authority's primary statutory purpose is to secure the maintenance of an efficient and effective police force for the railways in England, Scotland and Wales.

The Authority is comprised of between 11 and 17 non-executive Members drawn from the key stakeholder groups, all appointed by the Secretary of State for Transport.

The 2003 Act sets out the statutory powers and responsibilities of the Authority, which are to:

- Secure the maintenance of an efficient and effective police force known as the British Transport Police
- Ensure the efficient and effective policing of the railways
- Appoint the Chief Constable, Deputy Chief Constable, Assistant Chief Constables and their staff equivalents
- Appoint the Chief Executive and Treasurer to the Authority
- Enter into Police Service Agreements with railway operators
- Employ police constables and civilian employees
- Regulate the government, administration and conditions of service of those employed by the Authority in the service of the police force
- Set a strategy for policing the railway
- Set objectives for the policing of the railway
- Issue an annual Railways Policing Plan
- Set the budget of expected income and expenditure for policing the railways each year, defray the expenses and recover 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 2018-21 has been published earlier in the year.<sup>1</sup>
- Its annual [Policing Plan](#) contains the BTPA's priorities for the year, the financial resources it expects to be available and how it proposes to allocate those resources.
- Finally, the [Annual Report](#), published after the end of each financial year and covering the policing of the railways in that year

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<sup>1</sup> <https://btpa.police.uk/livesite/wp-content/uploads/2018/07/BTPA-Strategic-Plan-201821-1.pdf>

## **British Transport Police**

As the specialist police force for the railways, BTP faces all the accepted challenges of policing within a unique environment. The aim of the Authority and BTP is to provide a policing service which delivers a safe and secure railway which is free from disruption and fear of crime, and is one on which passengers can travel freely and freight is transported without interference. Ensuring the safety and security of the travelling public and rail staff and the rapid restoration of an operational transport network are at the heart of the BTP's business.

Key to understanding the management and direction of BTP, in contrast to Home Office forces and Police Scotland, is that BTP operates within a commercial environment. As such, understanding the needs and pressures facing the railway industry including railway passengers, commercial railway operators and their employees, is crucial. Success requires effective partnership with the rail industry and other forces. Managing these partnerships is more than just explaining what the Authority and BTP will do. It is crucial that the views and expectations of the industry, passengers and other stakeholders are listened to, and accommodated wherever possible.

The rail industry is under significant funding pressures, and looks to the Authority and BTP to play their part in keeping costs down. Her Majesty's Government (HMG) has directed the rail industry to improve service reliability at the same time as catering for increasing levels of passenger and freight growth, delivering major infrastructure modernisation schemes, and making radical improvements in efficiency. As the dedicated and specialist railway police force, BTP has an important part to play in delivering this future vision for rail. BTP's activities in combating crime help reduce disruption to services and make the railway more attractive and safer for passengers and staff. As such, BTP can make a significant contribution to the industry's ambition for rail to become the transport mode of choice. However, the extent of the role depends on BTP continuing to demonstrate that it is the most effective and efficient body to exercise policing functions across the national network in both its statutory and non-statutory tasks.

BTP currently has in excess of 3,000 police officers, 250 Police Community Support Officers, 300 special constables and 1,500 police staff<sup>2</sup>. The BTP has an annual budget of around £300 million, and is led by a Chief Constable (Paul Crowther). In line with local police forces, BTP has adopted a rolling three-year strategic plan together with an annual railways policing plan through which the BTPA sets the operational targets for BTP.

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<sup>2</sup> Numbers provided are an approximation to provide a sense of size and scale

## **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 vetting (Management Vetting level), medical 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.