

# Head of Governance & Compliance

## Information about the appointment and candidate brief

October 2018

## A letter from the Executive

Dear Prospective Candidate,

Thank you for your interest in this appointment.

We are currently recruiting for a part-time Head of Governance & Compliance as part of a job share.

Now is a great time to work for the British Transport Police Authority (BTPA) Executive.

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.

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

The Head of Governance and Compliance role is to provide strategic corporate governance advice and operational support to the Authority as a senior member of the Executive Team. The Head of Governance and Compliance will establish and maintain the highest standards of corporate governance at all times and own both the development and delivery of the Authority's Code of Governance and Annual Business Cycle. In addition, the Head of Governance and Compliance is responsible for professional standards and internal human resource matters.

### Areas of responsibility

Procurement authority up to £50k

Member of the senior management team

Line management: Governance Manager and Executive Team Assistant

### Liaises with

- Senior government officials/sponsorship team
- IOPC/PIRC/Home Office
- MOPAC/PCCs/APCC/APACE/College of Policing
- Chief Officers and heads of department
- Information Commissioner's Office
- Lawyers

### Accountabilities

#### Governance, Management & Policy Compliance

1. Develop and deliver the Authority's Code of Governance, ensuring
  - a. the annual board effectiveness evaluation is completed
  - b. an annual review of the Code of Governance which has regard to relevant new and amended legislation, best practice changes and feedback throughout the year is completed
  - c. the Code of Governance is well communicated and understood
  - d. annual delegation letters are prepared and issued in accordance with the Code of Governance

2. Develop, deliver and assess progress against the Authority's annual business plan and committee cycle in consultation with colleagues in the Senior Management Team to ensure that all statutory duties are met.
3. Responsible for identifying risks, threats and opportunities for the Authority from new governmental policy directions negotiating and influencing national policy where possible.
4. Owns internal policy and responsible for sure relevant policies are in place, current and follow a single corporate style.
5. Authority's strategic lead on information management responsible for ensuring appropriate procedures are in place covering data protection and freedom of information requirements and compliance against these.
6. Ensure the Authority has Independent Custody Visiting arrangements in place covering all BTP custody suites. This involves negotiating with partner organisations to provide coverage.
7. Executive lead for the statutory Appointments and Remuneration Committee.
8. Building strong relationships with diverse stakeholders, across multiple networks.

### **Professional Standards**

9. Oversight of professional standards matters for the Authority including:
  - a. Ensuring Complaints, Conduct and Performance Regulations mirror those of Home Office forces in accordance with the Act
  - b. Liaising with the IOPC and PIRC and ensuring current agreements are in place
  - c. Overseeing complaint and conduct matters involving Chief Officers and the administration of Police Appeal Tribunals.

### **Human Resources**

10. HR management of employees including ensuring that suitable arrangements are in place for starters and leavers, sickness absence and the annual appraisal process.
11. Responsible for the recruitment of Chief Officers and the executive team.
12. Lead for the Authority on the national pay awards for staff and officers working closely with BTP and ensuring the process is in place from an Authority point of view to deliver these in time for the award dates.

## General

13. Providing policy advice, support and operational assistance to the Chief Executive.
14. Providing assistance to special projects covering specialist work streams of governance and compliance.
15. Preparing correspondence and reports requiring sensitivity, discretion, judgment and/or negotiation.

## Knowledge, Skills and Experience

### Essential

1. Qualified to a degree level or equivalent with a relevant post graduate qualification.
2. Significant experience of working within an executive level committee or board environment.
3. Extensive knowledge and experience of application of corporate governance, HR practices, FoI and DPA legislation.
4. An understanding of police regulations in relation to professional standards matters and the role of police authorities in relation to this.
5. Evidence of working collaboratively across stakeholders at all levels internally and externally.
6. Confident communication skills both written and verbally with strong presentation and drafting skills.
7. Critical analysis capability with ability to present data and information in a clear, logical and digestible way.
8. Strong organisational and time management skills with an eye for detail.
9. Ability to respond rapidly changing demands and deliver efficient follow ups.
10. Experience of handling confidential and sensitive information with discretion.
11. Assertive and tactful
12. Intermediate Microsoft Office, particularly Outlook, Word, Excel and PowerPoint.
13. Ability to work as part of a corporate team and able to demonstrate and contribute to corporate cohesiveness with proven leadership and excellent team management skills, with the ability to stimulate thinking and actions in others
14. Evidence of quantitative and qualitative analytical experience.

**Desirable**

1. Experience/understanding of police service and public sector
2. Experience of project/programme management

**Location**

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

## Remuneration package

The full-time equivalent salary for the post is based on a seven-point scale from £56,101.70 to £66,844.56 per annum.

Part-time working of 24 hours each week would equate to a starting salary of £36,390.29 per annum.

Allowances (in addition):

- London Allowance of £1,634.59 per annum

Other benefits include:

- 18 days leave per annum, rising to 20 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: Sarah McGarel, Chief Financial Officer on 020 7383 3844 or at [sarah.mcgarel@btp.pnn.police.uk](mailto:sarah.mcgarel@btp.pnn.police.uk)

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 16 October 2018.

Email applications are encouraged. If you have any questions about the application process please contact Ellie Hartup on 0207 388 2643.

## 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 recently been published.<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.