

# **Executive Team Assistant**

## **Information about the appointment and candidate brief**

October 2017

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British Transport Police Authority's current Policing Plan and the Strategic Plan 2013-19 are available on the website at: <http://btpa.police.uk/publications>

## A letter from the Chief Executive

Dear Prospective Candidate,

Thank you for seeking information about this appointment. I hope you find the following will excite your interest.

We are currently recruiting for an Executive Team Assistant.

Now is a great time to work for the British Transport Police Authority (BTPA) Executive. Continued growth in passenger and freight figures, combined with challenging legislative, political and counter-terrorism pressures mean we are currently experiencing a significant period of change in railway policing and the BTPA, more so than ever, needs to be focused on assurance and delivery.

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, I would encourage you to apply for this role and wish you the best of luck.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Charlotte Vitty', with a stylized, flowing script.

Charlotte Vitty,  
Chief Executive, BTPA

## The role

### Role Purpose

The Executive Team Assistant's role is to provide highly efficient and effective administrative support to the Executive Team acting as the first point of contact. The Executive Team Assistant is responsible for ensuring that the office functions smoothly, building positive relationships with team members and ensuring they are fully supported in the successful delivery of their accountabilities.

The Executive Team Assistant should have an active interest in the work of the Authority ensuring understanding of dependencies between areas of work and proactively identifying and resolving issues, prioritising and ensuring most effective and efficient use of time.

### Accountabilities

Support to the Senior Leadership and wider team

1. Diary management for the Chief Executive and Senior Leadership Team
2. Travel, hotel and conference bookings for the Executive Team
3. Processing expenses for the Executive Team
4. Providing administrative support to the Executive Team as required
5. Maintaining the gifts and hospitality register and register of interests for the Executive Team.
6. Building strong relationships with diverse stakeholders, across multiple networks.

### Office Management

7. Logging, reviewing and distributing incoming and outgoing post
8. Daily checking of the Authority's general enquiries email account
9. Raising requisitions and receipting purchase orders for Authority suppliers in accordance with the procurement policy.
10. Front of house duties and phone answering, ensuring an effective answering service with enquiries followed up and acted on
11. Facilities management including:
  - a. Ordering stationery
  - b. Repair and parts orders for the Multi-Functional Devices as required
  - c. Franking machine working and credited
  - d. Boiler and air conditioning maintenance, PAT testing, water testing, light bulb replacement and other general maintenance

12. Responsible for issuing and keeping track of keys and security passes.
13. Responsible for the sealing and signing registers
14. Managing the meeting room diary and preparing it for meetings
15. Keeping the Office Management Handbook up to date
16. Health and Safety management of the Authority's offices including attending divisional meetings and completing the central returns

#### HR Admin

17. Responsible for transactional HR for the Executive Team and liaison with the HR Business Centre on all transactional points.
18. Support the Head of Governance and Compliance with recruitment administration.
19. Tracking sickness, TOIL and annual leave.
20. Administering vetting requests and reporting outcomes discreetly.
21. Working with the Head of Governance and Compliance providing administrative support on recruitment processes.

#### **Knowledge, Skills and Experience**

1. Educated to A Level standard or equivalent work experience.
2. Proven experience in an EA or Secretarial role.
3. Familiarity with HR, FoI, DP, H&S administration procedures and requirements for compliance.
4. Experience of contract admin, HR admin, procurement and managing suppliers; office administration and record keeping
5. Previous reception experience
6. Excellent communication skills and telephone manner
7. Evidence of working in a customer service environment.
8. Excellent inter-personal skills including the ability to form relationships with a range of audiences and work as part of a team.
9. Excellent written and oral communication skills.
10. Able to deal confidently, tactfully and sensitively with senior staff and external agencies
11. IT skills: Intermediate Word, Excel, PowerPoint and Outlook.
12. Professional and flexible
13. Able to work under pressure and to short timescales
14. Organised and confident

#### **Location**

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

## Remuneration package

The salary for the post is on a seven-point scale from £28,863.78 to £34,390.87 per annum. The maximum starting salary will be £30,706.14 dependent on experience.

Allowances (in addition):

- London Allowance of £2495 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 covering each of the sub-sections in the accountabilities section above (i.e. supporting a team, office management and HR admin). 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 or if you have any questions about the application process, please contact [Lucy Yasin](#), Head of Governance and Compliance on 020 7383 3844 or at [lucy.yasin@btp.pnn.police.uk](mailto:lucy.yasin@btp.pnn.police.uk).

Applications should be sent as follows:

By email to: [lucy.yasin@btp.pnn.police.uk](mailto:lucy.yasin@btp.pnn.police.uk)  
By post to: Lucy Yasin  
British Transport Police Authority  
Holmes House  
Holmes Terrace  
London Se1 8BL

The closing date for applications is **Monday 23 October at 09.30**.

Email applications are encouraged.

Interviews will be held in November.

## 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 15 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

The Authority is currently working with BTP to develop a refreshed Strategy for 2018-2021. The need for a major refresh reflects the significant changes in the external environment including but by no means limited to the changing face of the rail industry and stations in particular, devolution in both Scotland and nationally and counter terrorism.

### 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.

The current Medium Term Financial Plan (MTFP) sets the direction to 2019 and commits to increases remaining within the Retail Price Index (RPI) envelope. BTP's 2017/18 annual gross revenue budget is £298.3 million. The BTP is funded by the freight and train operating companies, Network Rail, Transport for London and some smaller operators. The Executive Team is based at its headquarters in London but BTP itself covers the rail network throughout England, Wales and Scotland.

BTP currently has 3013 officers, 302 specials, 1596 civilian staff and 337 Police Community Support Officers (PCSOs).

## **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, 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.