



# **Candidate Information Pack**

## **Transferees and Re-joiner Sergeant**

## Contents

Section One	Role & Eligibility
Section Two	The Recruitment Process
Section Three	Salary & Pension Information



BRITISH  
TRANSPORT  
POLICE

# Section One

Role & Eligibility

## **ROLE PROFILE**

**Rank:** Detective Sergeant  
**Reports to:** Detective Inspector

### **Purpose of the Role**

To ensure all investigations into serious and organised criminality are effectively investigated through the supervision of a team of officers, ensuring that case papers are prepared to a high standard in order for a considered decision to be taken about prosecution. To advise and support other officers from all Divisions of the BTP in all aspects of major investigations and organised criminality.

### **Main Duties**

- To supervise and support a team of officers, taking responsibility for their professional development by counselling, guiding, coaching and securing relevant developmental opportunities to enhance individual and team competence and enable consistently high quality performance, including providing support to colleagues in dealing with health and welfare issues and in fulfilling personal development plans.
- To provide effective leadership and manage the planning and execution of intelligence lead, proactive operations.
- To supervise investigations to secure the best possible evidence from all sources, in order to detect the crimes and allow a considered decision to be taken about the prosecution of offenders. Supervise the interview process as necessary to ensure that all appropriate lines of enquiry have been explored.
- To provide effective leadership and manage the planning and execution of intelligence led proactive investigations.
- To allocate cases and team members and agree individual case investigation plans with them, monitor and prioritise work, check the quality of case files to ensure balanced workloads and that all aspects of cases are properly covered enabling cases to succeed in court.
- To provide expert advice to team members and other officers on all aspects of case handling, interviewing requirements, scene management, points of law and points to prove to ensure that they obtain the best possible evidence and explore appropriate lines of enquiry whilst adhering to the BTP Minimum Standards of Investigation criteria.
- To ensure that all information and intelligence gathered during the course of investigations is disseminated and communicated effectively throughout the force using force systems.
- To identify training and developmental needs of Officers within the National Crime Team as necessary and follow through their development plans (PDR), providing training where required.

### **Essential Eligibility Criteria**

- Substantive in the rank of Sergeant or above
- Qualified Detective
- Currently serving in a Home Office force, or have served in a Home Office force within the previous two years
- Must not have any findings of guilt for complaints or discipline
- Must not currently be subject to an unsatisfactory performance review or action plan
- All mandatory training must be up to date

You will not be eligible to transfer to BTP if you have any convictions, cautions, reprimands or penalty notices (other than select driving penalty notices).

You will not be eligible to apply if you have an existing CCJ or IVA outstanding against you.

Applicants who have been registered bankrupt will not be considered. Failure to disclose any of the above will lead to your application being rejected.

### **Additional Information:**

BTP operates a strict attendance management policy, and individuals who have averaged the following triggers over the previous three years will ordinarily be rejected from the process:

- 2 occasions in 6 months
- 3 occasions in 12 months
- 8 days in 12 months

Consideration will be given to absences resulting from injuries on duty, pregnancy, or conditions covered by the Equality Act 2010.

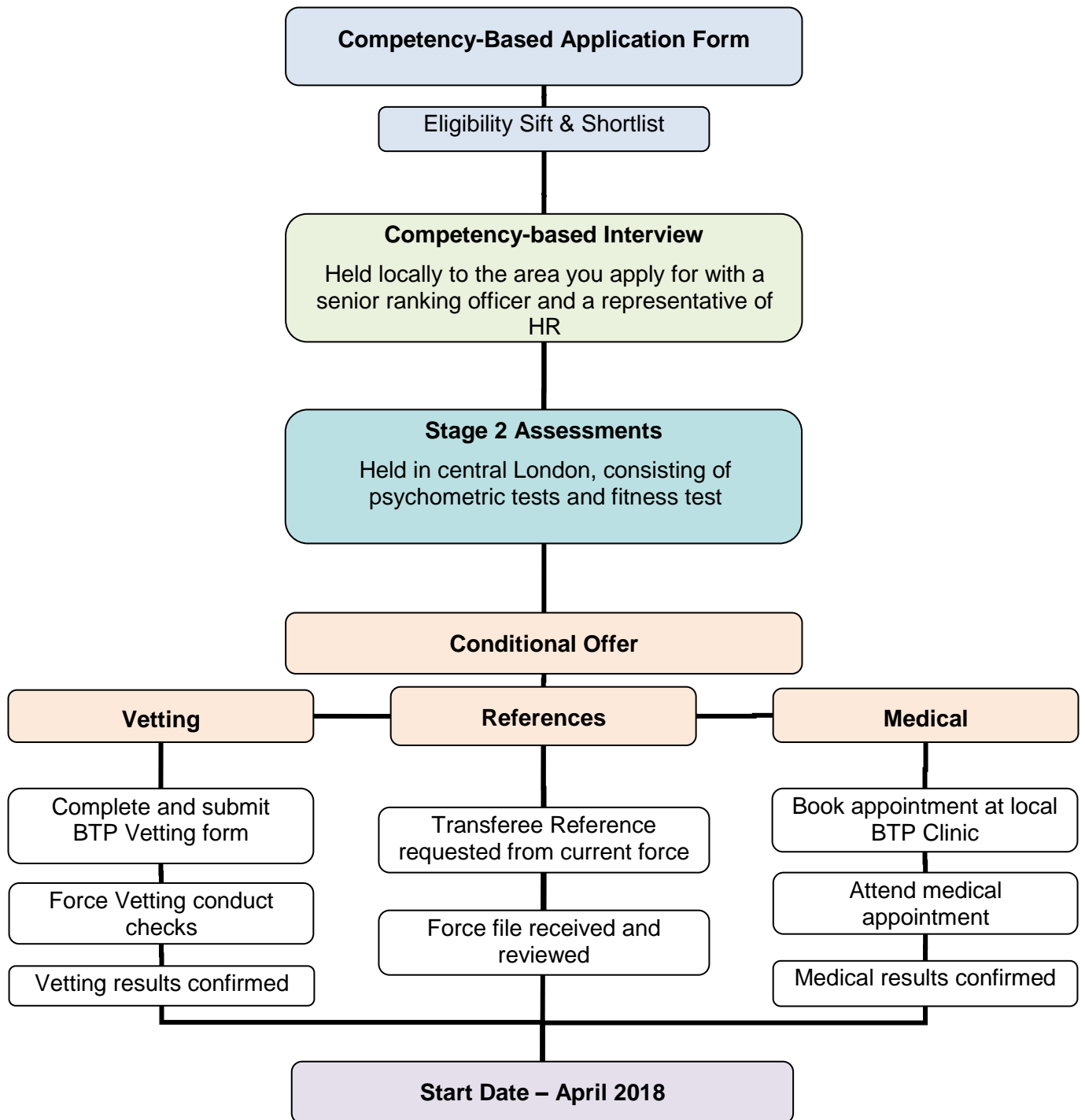


BRITISH  
TRANSPORT  
POLICE

# Section Two

## The Recruitment Process

## The Recruitment Process



## Competency-based Application and Interview

The BTP recruitment process uses competency-based assessments measured using the competencies of the Policing Professional Framework (PPF).

All competency-based questions used throughout this process are therefore scored against the following competencies and indicators:

### Decision Making

Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options before making clear, timely, justifiable decisions. Reviews decisions in the light of new information and changing circumstances. Balances risks, costs and benefits, thinking about the wider impact of decisions. Exercises discretion and applies professional judgment, ensuring actions and decisions are proportionate and in the public interest.

### Leadership

#### Leading change

Positive about change, adapting rapidly to different ways of working. Flexible and open to alternative approaches to solving problems, and encourages flexibility in others. Constantly looks for ways to improve service delivery and value for money, making suggestions for change and encouraging others to contribute ideas. Takes an innovative and creative approach to solving problems.

#### Leading people

Inspires team members to meet challenging goals, providing direction and stating expectations clearly. Acknowledges the achievements of individuals and teams by recognising and rewarding good work. Recognises when people are becoming demotivated and provides encouragement and support. Gives honest and constructive feedback to help people understand their strengths and weaknesses. Coaches and guides team members, identifying and addressing areas for development.

#### Managing performance

Understands the organisation's objectives and priorities, and how own work fits into these. Plans and organises tasks effectively to maintain and improve performance. Sets clear objectives and outcomes. Manages multiple priorities, thinking things through in advance, balancing resources and coordinating activity to complete tasks within deadlines. Knows the strengths of team members, delegating appropriately and balancing workloads across the team. Monitors delivery to ensure tasks have been completed to the right standard, and tackles poor performance effectively.

### Professionalism

Acts with integrity, in line with the values and ethical standards of the Police Service. Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations. Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required. Upholds professional standards, acting as a role model to others and challenging unprofessional conduct or discriminatory behaviour. Asks for and acts on feedback, learning from experience and continuing to develop own professional skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required.

### Public Service

Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Understands the expectations, changing needs and concerns of different communities, and strives to address them. Builds public confidence by talking with people in local communities to explore their viewpoints and break down barriers between them and the police. Understands the impact and benefits of policing for different communities, and identifies the best way to deliver services to them. Develops partnerships with other agencies to deliver the best possible overall service to the public.

### Working with others

Works co-operatively with others to get things done, willingly giving help and support to colleagues. Is approachable, developing positive working relationships. Explains things well, focusing on the key points and talking to people using language they understand. Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively. Persuades people by stressing the benefits of a particular approach, keeps them informed of progress and manages their expectations. Is courteous, polite and considerate, showing empathy and compassion. Deals with people as individuals and addresses their specific needs and concerns. Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances.



# Section Three

## Salary & Pension Information

## **Salary & Allowances**

BTP operates on the same Windsor Salary Scale as Home Office forces. As such, your basic salary, including your increment date, will be maintained on transfer as follows:

<b>Pay point</b>	<b>Basic Salary</b>
0	-
1	£39,300.37
2	£40,619.36
3	£41,485.43
4	£42,706.49

## **Pensions**

### **Introduction**

The information in this leaflet is given on a “without prejudice basis” and does not form any part of your contractual entitlements. It does not confer any rights to benefits from the Fund other than those provided by the Fund Rules.

The benefits payable from the British Transport Police Superannuation Fund are set out in the Rules of the Fund and a full guide for members will be included within your welcome pack when you join.

All Officers under the age of 58 (63 for Superintendents and more senior ranks) will be entered into the BTP Superannuation Fund on the day they start work.

BTP operate a Pension Salary Sacrifice Scheme (PensionPlus). You will automatically be enrolled into PensionPlus and your Reference Salary will be reduced, in accordance with the PensionPlus Scheme rules, by an amount equivalent to the level of pension contributions.

On 1 April 2015, the British Transport Police Authority introduced a new ‘CARE’ section of the British Transport Police Force Superannuation Fund (BTPFSF) for new entrants training to become Police Officers, for transferee Police Officers who have no protection in a Home Office force pension scheme, and for re-joining Officers who have had a break in service.

The term CARE stands for ‘Career Average Revalued Earnings’. This means that on retirement the pension earned by the Officers will be the sum of the benefits accrued each year uplifted in following years by the consumer price index plus 1.25% per annum over the period of membership in the Fund.

Officers transferring from another force into the BTP whose pensions are protected in the Home Office may retain a form of protection on transfer, subject to confirmation from your current force regarding your current pension arrangements and subject to the approval of the British Transport Police Authority. It is your responsibility to ensure that the Recruitment team is aware of any level of protection that you may have.

Those currently in protected 30 or 35-year final-salary schemes in their host force may be offered the terms and benefits of BTP’s 2007, 35-year pension scheme. Those who are protected in a 35-year final-salary scheme in their host force, either in permanent or tapered protection, may retain their protection as per their current arrangement. Those currently enrolled in the CARE scheme in their host force, or those who have left service and are therefore no longer an active member of a Home Office pension, will receive the terms and benefits offered by the BTPFSF CARE scheme.

### **Transferring pension benefits**

The fund can usually accept a transfer of benefits from your previous pension scheme if it is approved by the Her Majesty’s Revenue and Customs (HMRC). The rules of the Fund allow transfers-in of past membership in from Home Office forces. However, such transfers need to be on a basis agreed between the Home Office and BTPA, set out in a ‘bilateral transfer agreement’. There is currently no bilateral transfer agreement in place for the BTPFSF CARE Section, so it is currently not possible for transfers to be processed or for transfer quotations to be provided.

*To discuss this further, please contact the HR Business Centre on 0121 634 5630*