

Finance Business Partner (Charging) Information about the appointment and candidate brief

December 2020

A letter from the Chief Executive

Dear Prospective Candidate,

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

We are currently recruiting for a Finance Business Partner (Charging) to operate the current British Transport Police Authority (BTPA) Cost Allocation Model (CAM). The successful candidate will also lead on the Authority's commitment to review the model, engaging with all stakeholders to identify, design and assess potential new ways of charging for policing services.

Now is an interesting time to work for the British Transport Police Authority (BTPA) Executive as the rail industry faces a period of significant change in its recovery from the COVID-19 pandemic, as well as any governance reform expected from the Government's forthcoming review of the railways. We will also be keeping an eye on any learning from the recently announced review for Police and Crime Commissioners. The rail policing landscape is ever-changing, and BTPA's central role means it is rare for any two days to look the same.

Being part of the BTPA Executive offers the unique opportunity to work across both the rail and policing industries, while also working closely with, and gaining insight to, Government departments and other public sector bodies.

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 Finance Business Partner (Charging) is a key role to the Executive which will form part of a small, varied and hard-working team based in Central London. The role will work across all areas of the business and involve working with a variety of different people at all levels.

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.

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Chief Executive

About BTPA

The BTPA is responsible for ensuring an efficient and effective police force for the railways. It was established by the Railways and Transport Safety Act 2003, which sets out a number of responsibilities for the Authority including the defrayal of costs associated with the operation of the British Transport Police (BTP).

The BTPA enters into agreements with train and freight operating companies in order to provide a policing service to their railway or railway property. These agreements, referred to as Police Service Agreements (PSAs), also require the companies to make payments for the service. The majority of these payments are calculated using the CAM (Cost Allocation Model).

The role

Role Purpose

Reporting into the CFO, the Finance Business Partner (Charging) is the owner of the current British Transport Police Authority (BTPA) Cost Allocation Model (CAM) and is responsible for its operation and analysis. Key to this appointment however is that the successful candidate will also lead on the Authority's commitment to review the model, engaging with all stakeholders to identify, design and assess potential new ways of charging for policing services.

Principal Responsibilities and Accountabilities

The main responsibilities of the Finance Business Partner (Charging) are:

Effective operation of the existing BTPA cost allocation model ("the model"), which is defined as a business-critical model used to apportion BTP's costs to train operating companies, and Network Rail for the costs of policing the UK rail network, including:

1. To obtain and gain assurance over the input data for the model from BTP, PSA holders, Network Rail and the Office of Rail Regulation.
2. To operate the model to calculate the provisional, actual and indicative quarterly Police Service Agreement ("PSA") charges for each financial year, reporting to the Authority on the outcomes, as well as to individual PSA holders.
3. To provide accurate and timely information to stakeholders in support of the budgeting processes for new PSA holders and calculate the PSA charges for new franchisees and PSA holders when there are changes to operating licensees.

4. Respond to queries raised by PSA holders regarding the model and PSA charges, including but not limited to regular reporting and face to face meetings with lead Executives from the PSA holders.
5. To manage the independent verification and audit of the model, including setting of scope of work, reviewing outcomes from the testing and developing and implementing an improvement plan to address any findings.
6. Establish and maintain a robust audit trail on all decisions and calculations concerning the cost allocation model.
7. Understand and evaluate risks relating to model inputs and the financial stability of PSA holders.

Lead and deliver the scoping phase of the BTPA review of the cost allocation model. This will involve:

1. Designing and overseeing a project plan for the delivery of the review.
2. Engaging with, and managing all stakeholders throughout the process.
3. Understanding and managing the impact of internal and external factors and potential opportunities/limitations on possible changes to the model.
4. Collaborating with the CEO, CFO and BTP Chief Officer Group at a strategic level to maximize alignment of a possible new charging method with the strategic operational and financial direction of the organisation.
5. Collaborate with the CEO and the CFO on the implementation phase of a new charging method.

Lead and deliver a redesign of the current cost allocation model process, following an audit conducted by GIAA (Government Internal Audit Agency). This will involve:

1. Designing and implementing a project plan for the delivery of the response to the Audit and the solutions to ongoing operation.
2. Working closely with BTP's Information and Analytics & Insight Management teams, BTP and BTPA Finance, Commercial and Compliance Manager, CFO and CEO and managing all stakeholders throughout the process.
3. Understanding and managing the change control impact of internal operational decision making while identifying potential opportunities/limitations in future working states.
4. Make a significant contribution to the BTPA Executive team.

Knowledge, Skills and Experience

Essential

1. Qualified to degree level or equivalent.
2. Demonstrable financial modelling experience using Microsoft excel including macros and mathematical, financial, look-up, visual basic and reference functions.
3. Experience of using Business Objects XI. Advanced Business Objects reporting writing and an understanding of SQL (structured query language).
4. Experience of working with large amounts of complex data including formatting and performing scenario and sensitivity analysis.
5. Strong financial understanding of the budgeting process of a large entity.
6. Flexible and innovative approach with ability to think strategically.
7. Excellent problem-solving skills.
8. Excellent inter-personal skills, including experience with senior stakeholders.
9. Ability to take initiative and work autonomously.
10. Strong organisational and time-management skills, including the ability to prioritise work to meet deadlines.
11. Team player and ability to collaborate.

Location

The post will be predominantly located in London Bridge, with opportunity for some flexibility particularly in light of the current COVID pandemic.

Remuneration package

| The salary for the 23 month fixed term is £67,795.66per annum.

Allowances (in addition):

- London Weighting Allowance of £2,700.10 per annum

Other benefits include:

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- 28 days leave per annum
 - 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:

Tom Webb-Skinner (Resourcing Manager) at Tom.Webb-Skinner@btp.pnn.police.uk

Applications should be sent as follows:

By email to: BTPArecruitment@btp.pnn.police.uk

| The closing date for applications is **midday** on **Friday 15th January 2021**.

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.
- 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.

The BTPA is currently embarking on a recruitment process to appoint a new Chief Constable to build on the solid foundations already in place, whilst also building

further on the priorities captured in the 2018-2021 Strategic Plan, creating strategic vision and setting direction and culture that builds public, commercial and organisational confidence and trust in a specialist national policing service.

British Transport Police

The work BTP does is complex, multi-faceted and vitally important, spanning all areas of policing from community policing through to armed response and counter-terrorism. In fulfilling its statutory purpose to deliver efficient and effective policing for the railways in England, Scotland and Wales, BTP also plays a vitally-important role in tackling and minimising the disruption caused by incidents on the railway, addressing violent crime, countering the terrorist threat and protecting Great Britain's critical railway infrastructure and those who work and travel on it.

BTP is unique in many ways, not least in the stakeholder environment within which it operates. Working across three of the four home nations, it is essential that BTP works in close partnership with others in the policing family across Great Britain, to provide a responsive and joined-up service to passengers, rail staff and others who work on or live near the railway. 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 has launched an ambitious transformation programme to deliver significant savings by 2021. The transformation programme comprises a number of initiatives to implement new ways of working for intelligence, justice and public protection, recognising that BTP's people are its greatest asset. Beyond this, BTP is ambitious for the future and, as one of few policing bodies that crosses county boundaries, it is well placed to contribute fully to the national policing agenda.

BTP currently has an overall revenue budget of around £320m, which is subject to approval by the BTPA, with 3,062 police officers, 266 special officers, 299 PCSOs and 1,445 civilian staff all of whom are employees of the BTPA as the legal entity.

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.