

JOB DESCRIPTION

APPENDIX C

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' Appendix B to the SOP.

A. POST DETAILS:

Job Title:	Operations Manager –Directorate	Current Grade:	C001
Department:	Justice Department	Division:	A
Reports To:	Justice Superintendent	No of Posts:	1
Level of vetting:	MV	Post Number:	

B. PURPOSE OF THE POST

Responsible for the effective operational delivery of the Justice Directorate within the Justice Department (JD): Accountable and responsible for the effective running of the teams within the Directorate: Legal, Custody and Justice Development including Offender Management (OM) performance.

Manage and coordinate legal research with the aim of ensuring BTP are at the forefront of legislative and policy changes ensuring accurate interpretation, analysis and timely distribution to key customers to ensure officers and staff are working within legal parameters.

Make recommendations for legal challenges, legal improvements and justice initiatives for consideration by Chief Officer Group (COG) level for implementation and application of legislative and policy changes; leading on change implementation.

Lobbying Parliament and relevant governmental departments and non-governmental organizations, for changes within the Justice sphere that will benefit the organization.

Stakeholder management of our Justice Partners: Procurator Fiscal, Crown Prosecution Service (CPS), Youth Offending Service YOS), HMCTS, Scotland judiciary, Victim Support, Citizens Advice, Police Scotland and local Home Office forces. Provide assurance to BTP Senior Management that the Force is operating within all relevant legislative and policy guidelines within Criminal Justice.

Manage, lead and motivate the Justice Development Managers, Legal Researchers and Custody Inspector, delegating as appropriate to ensure that the day to day work priorities are achieved and that work procedures are followed and applied to the agreed professional standards.

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C. DIMENSIONS OF THE POST *The key statistics associated with the post*

Financial – Direct or Non-Direct

Indirect Staff Costs

Staff Responsibilities – Direct or Non-Direct

Direct – 3 Justice Development Managers including Offender Management Performance, 2 x Legal Researchers, 1 x Custody Inspector

Indirect – 2 Justice Development Advisors

Adhoc temporary seconded staff, apprentices and work experience

Any Other Statistical Data

11,200 Prosecution Files

40,000 Witnesses

1,000 Warrants

2,500 Impendings

2,900 Bail Conditions

12,000 Diversions

250,000 PNC Transactions

90,000 Crimes

D. PRINCIPAL ACCOUNTABILITIES: *What the job is accountable for and required to deliver*

Define formulate and recommend ongoing strategy and procedures and ensure best practice is identified and followed. Provide motivation, leadership and direction to the Justice Department staff.

Manage operational delivery of legislative advice/guidance, legislative/justice horizon scanning, Justice Project Management, Custody advice and process change and OM performance delivery.

Manage all aspects of Horizon Scanning within the Criminal Justice arena assessing changes, translating the potential impact on operational policing and Force functions into changes to Force process, procedure and policy.

Manage and co-ordinate activity in relation to legislative changes, to include co-ordinating impact analysis of all new and amended Bills/Acts ensuring accurate interpretation, analysis and timely distribution to key customers to ensure officers and staff.

Adding protection to the Chief Constable and BTPA by ensuring officers and staff are working within legal parameters.

Manage and oversee the implementation of Justice projects and change management to ensure timeframes and objectives are achieved..

Stakeholder management of our internal/external Justice Partners: Crown Prosecution Service (CPS), Youth Offending Service YOS), Youth Justice Board, HMCTS, Procurator Fiscal, Victim Support, Citizens Advice, local forces, P&CCs, Force Crime registrar, Professional Standards, Legal Services, Divisional and sub-divisional commanders. Building and maintaining effective working relationships between the JD and all our stakeholders, to deliver a professional, customer-orientated service.

Manage Government Justice initiatives, objectives and targets Force-wide. Assign pilot sites, monitor, evaluate and (if successful) progress to full implementation.

Petition Government departments to secure additional funds for BTP to support their Justice initiatives within the Force.

Evaluating research findings and present recommendations to Senior Management (JLT and COG) for action and approval for implementation – actively progressing the Force in the Justice business area to align with stakeholders.

Responsible for making decisions, based on scoping exercises, horizon scanning activities and recommendations to implement change to generate the best course of action and direction for justice.

Overseeing the formulation, production and dissemination of management information packages and briefing documents.

Management responsibility for all Criminal Justice Standard Operating Procedures and Policies, ensuring they reflect current legislative and policy requirements.

Manage and oversee the processing of internal legal queries, ensuring Key Performance Indicators are achieved.

Attend strategic Board meetings and project board meetings to deliver Justice when requested to represent the JD JLT: these include but not limited to Service Excellence Board, Information Governance Board, Service Improvement Board etc.

Attend external and internal meetings, conferences and seminars to assist in the interpretation and application of legislative changes and criminal justice initiatives.

Responsible for identifying anomalies, gaps and areas of potential amendments to legislation and policy that would benefit BTP, lobbying relevant governmental departments and non-governmental organizations, for changes on behalf of BTP to ensure the Force is aligned to local forces and at the forefront of the CJS. Managing adhoc legal research as tasked by Senior Management, i.e. COG members.

Deputise for the Deputy Head of Justice and Justice Superintendent: attend meetings and respond to the

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Divisional SLT where appropriate. This will ensure the JD continues to operate and meet the expectations of our Criminal Justice Partners.

Lead, motivate, develop, manage and appraise the respective Justice teams, to achieve demanding performance targets including workforce planning and resourcing.

Provide expert advice and guidance to internal and external stakeholders, staff and other individuals, on all matters concerning the operation of the JD.

E. DECISION MAKING:

Make decisions

A strategic trouble-shooter in making decisions on the implementation of stakeholder changes within the JD.

Making decisions, based on scoping exercises, horizon scanning activities and recommendations to implement change to generate the best course of action and direction for justice; evaluating research findings and present recommendations to Senior Management (JLT and COG) for action and approval for implementation – actively progressing the Force in the Justice business area Best practice implementation of changes

Significant say in decisions

Making recommendations to Senior Management, i.e. COG, FEB, SEB etc.

A pivotal member of the JD Justice Leadership Team, requiring significant participation in decision making. This includes staff structure, implementation of judicial change and performance management.

F. CONTACT WITH OTHERS: *The frequent contacts the post holder has with others and for what purpose*

Internal

ACPO/COG and SMT – Quarterly update presentations to FEB and adhoc attendance at SMT Board meetings: i.e. SEB, SIB, IMB etc.

Divisional Commanders – by attendance at Divisional SMT.

Sub-Divisional Superintendent – overall direction on crime related matters where Senior Police Officer involvement is required.

Force colleagues, officers, other BTP Justice Champions (DCIs), Force Records Manager, Crime Registrar, Legal Services Team and Professional Standards Department.

External

CPS, Procurator Fiscal, Judiciary, Probation Service, HMIC, HMCTS, Youth Justice Board, Youth Offending Teams, Defence Solicitors, Members of the public, other Police Forces, Transport for London, Train Operating Companies, MOPAC, Police and Crime Commissioners, Ministry of Justice, Home Office, Network Rail - liaison extends across A, B, C and D Division.

G. REQUIREMENTS: *The skills, knowledge, experience, qualifications and training required to perform the job.*

Essential Criteria:

Qualifications and Training:

Criminal Justice or Law Degree, or a recognised legal qualification (e.g. ILEX) with substantial evidence of management experience gained in a criminal justice environment

Post-graduate degree in law or relevant criminal justice field

Understanding of policing and the Criminal Justice process

Management & Leadership Qualification (CMI or equivalent)

Experience:

Proven research experience utilising a range of sources including legal materials such as Green Papers, White Papers, Legislative Bills, Acts of Parliament, Hansard and case law

Previous role within the Criminal Justice System

Proven managerial and organisational skills demonstrated by the ability to plan and co-ordinate complex workloads for teams of staff within demanding deadlines

Skills:

Proven ability to influence and negotiate with all people at all levels, both internally and externally, in a positive and professional manner

High attention to detail including the ability to sift through large amounts of material utilizing analytical skills to grasp key points, able to analyse, interpret and comment on internal and external reports and data

Strong relationship management and team working skills with the ability to establish immediate rapport utilising integrity and approachability, ensuring colleagues and staff feel able to discuss sensitive and confidential issues

Excellent integrity and approachability

Exceptional interpersonal skills with a high level of political awareness. Ability to influence behaviours, balancing tact, diplomacy and sensitivity with the necessary assertiveness needed to ensure timeframes are met

Knowledge:

Extensive working knowledge of performance management and KPIs

Full working knowledge of Data Protection and Freedom of Information legislative requirements, Protective Marking Scheme and Management of Police Information (MOPI)

Extensive knowledge of the policing environment and the part it plays in the Criminal Justice System

Working knowledge of the CJS

Extensive knowledge and application of legislation

An understanding of the unique position of the British Transport Police

Desired Criteria:

Qualifications and Training:

Project Management Qualification

Experience:

Skills:

Self motivated and able to cope under pressure

Knowledge:

Understanding of operational policing

H. ANY ADDITIONAL INFORMATION: *Information relevant to the role, including any particularly challenging/difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

The post holder is required to travel some distance to attend meetings whilst representing the JD nationally.

The JD is responsible for all PNC updates, charging/outcome decisions, crime system management, legal updates and all prosecutions that occur within BTP therefore, catchment area extends across England, Wales and Scotland.

Travel is necessary for the post holder

I. AUTHORISATION DETAILS

Prepared By: Jonquil Chapman

Date: 18/08/15

Division Commander
/FHQ HoD: Susan Yeomans-Jones

Date:

Evaluation Panel:

Date:

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