

Governance Officer

Information about the appointment and candidate brief

January 2018

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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 a Governance Officer.

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 long horizontal flourish extending to the right.

Charlotte Vitty,
Chief Executive, BTPA

The role

Role Purpose

The Governance Officer supports the Head of Governance and Compliance in all elements of their role with particular responsibility for delivering the requirements of the Code of Governance and Authority Business Cycle.

The Governance Officer has a pivotal role in identifying, developing and escalating key policy areas to the Head of Governance and Compliance, tracking changes in governance agreed by the Authority and its committees, scanning for changes to good governance practice and updating the Code as necessary throughout the year. A key focus of the role is to support the delivery of the governance structure including managing committee work programmes; commissioning, quality assuring and distributing papers; action tracking and minute taking for the Executive Review Group, all standing committees and the Full Authority.

Accountabilities

Governance and board support

1. Support the delivery of the governance structure including managing committee work programmes; commissioning, quality assuring and distributing papers; action tracking and minute taking for the Executive Review Group, all standing committees and the Full Authority to ensure a single corporate approach.
2. Manage the Executive Review Group process including collating and distributing papers, noting and tracking actions.
3. Draft the annual governance letters to all Authority Members confirming committee memberships and portfolio allocations as agreed with the Chairman.
4. Deal with governance related enquiries in the first instance and escalating to the Head of Governance and Compliance where necessary.
5. Refresh the Code of Governance in accordance with decisions taken by the Authority in-year, keeping track of changes in good governance practice and relevant legislative change escalating these to the Head of Governance and Compliance and refreshing the Code as directed.

Research and policy

6. Develop and maintain a register of formal communications from policing networks including APACE, APCC, Treasury Dear AO letters and Home Office Circulars assessing the relevance and impact of these for the Authority and escalating them to the Head of Governance and Compliance as required.
7. Drafting and coordination of briefing material for the Chief Executive and chair and undertaking adhoc research as required.

Case management

8. Administering all Freedom of Information and Data Protection requests ensuring compliance with statutory requirements.
9. Logging professional standards matters and administering the Police Appeal Tribunal process escalating to the Head of Governance and Compliance as necessary.

General

10. Liaising with BTP civil contingencies to ensure that the Authority has up to date and well communicated business continuity arrangements.
11. Dealing with confidential, personal and sensitive information discreetly.
12. Providing administrative assistance to the Head of Governance and Compliance and special projects covering governance work streams as required.

Knowledge, Skills and Experience

Essential

1. A graduate or equivalent work experience within an executive level or board environment.
2. Excellent organisational skills with an aptitude of forward planning and multi-tasking.
3. Confident communication skills with strong presentation and drafting skills including report writing and minute taking.
4. Ability to quickly assimilate and understand large amounts of information on a wide range of differing issues.
5. Experience of handling confidential and sensitive information.
6. Strong administrative capability with a professional demeanour.
7. Task focused with excellent attention to detail.
8. Extremely motivated and able to work in a small fast-paced and hard-working team.
9. Discreet and can identify political issues.
10. Intermediate Microsoft Office particularly Word, Excel, Outlook and PowerPoint.

Desirable

1. Experience/understanding of police service and public sector
2. Evidence of qualitative and quantitative analytical experience
3. Experience of project/programme management

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 £31,982.89 to £38,107.26 per annum. The maximum starting salary will be £34,024.35 dependent on experience.

Allowances (in addition):

- London Allowance of £2520 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 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 [Stephanie Calvert](#), Head of Governance and Compliance on 020 7383 3844 or at stephanie.calvert@btp.pnn.police.uk.

Applications should be sent as follows:

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

The closing date for applications is **Friday 19th January**.

Email applications are encouraged. If you have any questions about the application process please contact Stephanie Calvert on 020 7383 3844.

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 approximately 3000 officers, 300 specials, 1600 civilian staff and 300 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.