

Analyst

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>

The role

Role Purpose

Working in a team of two analysts under the direction of the Chief Financial Officer you will:

- Provide analytical capability to the Authority.
- Provide expert assurance of data quality and analytical advice to the full Authority and its sub-Committees.
- Review and analyse a range of data used to report to the Authority on performance and in the operation of the cost allocation model. The charging model currently recharges around £250m of costs to approximately 28 train operating companies.
- Support planning and delivery of the Authority's annual business cycle and discharge the Authority's statutory duties in relation to setting and monitoring delivery of the strategic direction for the Force.
- Develop briefings and reports to support Members activities to enable effective engagement with committee and portfolio responsibilities.
- Continually develop and maintain a network of business contacts to aid effectiveness of the post and the Authority's work in this area.

Accountabilities

1. Provide detailed independent assurance and analyses of Force (and other external) data to ensure the Authority is well informed in its monitoring and decision making activities, including assurance and analysis of data used in the cost allocation model and interpretation of its outputs.
2. Provide advice on, and keep up to date with, current data scrutiny/performance monitoring methods.
3. Work closely with the Authority's senior leadership team to define a programme of data assurance and performance monitoring activities including the data requirements for those activities.
4. Lead on identifying and quality assuring sources of performance information working with colleagues both internally (BTP) and externally to identify and use new sources including benchmarking and trend data.
5. Lead on developing impactful performance information communication methods such as performance dashboards.
6. Stay up to date on legislative requirements for public service and commercial oversight of performance identifying sources of good practice.

General

7. Building strong relationships with diverse stakeholders, across multiple networks.
8. Compile reports and other information suitable for publication to the Authority's stakeholders and a wider audience via the Authority's website and other channels.
9. Continually develop and maintain a network of business contacts to aid effectiveness of the post and the Authority's work in this area
10. Attend external meetings, seminars and conferences as required, identifying and distributing key issues and actions arising.
11. Undertake any other reasonable activities appropriate to the post.

Knowledge, skills and experience

Essential

1. Degree with significant analytical content or equivalent experience.
2. Proven experience in performance monitoring, statistical and qualitative research methods, data collection and assurance, and survey design.
3. Evidence of implementing new and creative solutions to communicate analytical messages around data quality and performance trends.
4. Intermediate level Microsoft Office, including Word, Outlook, PowerPoint, Excel and Access.
5. Ability to write concise and coherent reports and briefings.
6. Flexible and innovative approach.
7. Good inter-personal skills including the ability to work as part of a team.
8. Organisational and time-management skills, including the ability to prioritise work to meet deadlines.

Desirable

1. Experience/understanding of police service and public sector and/or transport sector.

Location

The post is located at the Authority's offices in Camden, NW1.

Remuneration package

The salary for the post is on a seven-point scale from £40,699.62 to £48,493.15 per annum. The maximum starting salary will be £43,297.45 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 six bullet points in the role purpose 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 [Yifat Steuer](#), Interim Chief Financial Officer on 07880 503 918 or at yifat.steuer@btp.pnn.police.uk.

Applications should be sent as follows:

By email to: 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. If you have any questions about the application process please contact [Lucy Yasin](#) on 020 7383 3844.

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 five years.

Travel costs

There are no arrangements for the reimbursement of travel costs.