

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:	Force Crime Reduction Manager	Current Grade:	B004
Department:	Crime Reduction	Area:	FHQ
Reports To:	Director of Intelligence	No of Posts:	1
Level of vetting:	RV	Post Number:	TBC

B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

To lead, manage and direct the service delivery of crime reduction activity and associated functions force wide and to industry partners in order to meet the organizations strategic goals.

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

Financial – Direct or Non-Direct

The budget for the department falls within FHQ Crime. The postholder will be expected to make representation to the Head of Crime for financial expenditure associated with crime reduction but does not directly control the budget.

Staff Responsibilities – Direct or Non-Direct

The postholder will have direct management responsibilities for 19 members of staff, including the Principal Crime Prevention Design Advisor and the Crime Reduction Coordinator.

Any Other Statistical Data

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

Leadership – Lead and drive the effective delivery of crime reduction to the organisation and rail industry, being responsible for defining and recommending the ongoing crime reduction strategy to senior officers in the Crime department.

National Liaison – Where appropriate, actively participate and provide influence to the national crime reduction conferences including the National Crime Prevention Manager's group and the ATOC Heads of Security forum.

Service Delivery – Ensure that the activity delivered by all staff within the crime reduction team is professional, timely and alive to current and emerging issues through horizon scanning and future trend identification capability. Identify future risks and make recommendations for control.

Service Development – Promote and manage the development and implementation of crime reduction and problem solving activities through the Transformation programme and the Crime Reduction Referral Teams. Ensure that departmental KPI's are met and work with stakeholders to agree relevant service level agreements.

Relationship Management – Maintain excellent working relationships in the business of reducing crime with all partners, internally and externally, in order to maximise performance and deliver best value for money. When appropriate and necessary, negotiate and provide influence to the activity and work of the Crime Reduction Referral Teams.

Professional Development – Maintain a thorough knowledge of best practice and developments in crime reduction. Provide influence and motivation to ensure that the skills and activities being delivered by the crime reduction team are up to date and aligned to the organisational goals.

Performance Reporting – Be responsible for the management and delivery of crime reduction statistical and tasking information. Provide comprehensive updates on crime reduction referral activity to the Head of Crime and relevant departments through the tasking process and to industry partners and other relevant agencies.

Compliance – Ensure that all crime reduction and problem solving activities are consistent with British Transport Police policies and meet all legal requirements.

Record and Information Management – Maintain and develop own knowledge of relevant crime reduction record-keeping and information management practices and requirements.

Personal Development – Promote and manage the professional development of all crime reduction staff and encourage cohesion, innovation and continuous improvement in the performance of crime reduction.

Policy Development – Ensure that crime reduction policy, procedure and reference are fit for purpose and aligned to the organisational goals.

E. DECISION MAKING:

Make decisions

The post holder will:

- Gather, verify and assess all appropriate and available information to gain an accurate understanding of situations.
- Consider a range of possible options, evaluating evidence and seeking advice where appropriate. Be able to make clear, timely, justifiable decisions, reviewing these as necessary.
- Balance risks, costs and benefits, thinking about the wider impact of decisions.
- Exercise discretion when priorities change and apply professional judgement, ensuring actions and decisions are proportionate and in the public interest.

Significant say in decisions

The post holder will have a significant say in decisions made in respect of the future service model of the crime reduction department and the delivery of its functions.

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

Internal

Principal Crime Prevention Design Advisor – delivery of crime reduction functions

Crime Prevention Design Advisors – delivery of crime reduction activities

Head of Crime – provide crime reduction information and data when requested

Head of CTSU – provide crime reduction information where activity overlaps with the CTSA function

Sub Divisional Superintendents – provide updates on crime reduction activity and data when requested

Suicide Prevent and Mental Health Units – provide information around fatality survey activity as required

Human Resources – advice and guidance for effective service delivery

External

Network Rail – designing out crime and station security and DfT schemes

Train operating companies – designing out crime and regular crime reduction liaison

Transport for London-designing out crime, station security (including London cable car), regular crime reduction liaison and DfT Schemes

Government Departments (DfT) – management of the Secure Stations and Safer Car Park Schemes

Home Office Police Forces – cross jurisdiction crime reduction liaison

Freight operating companies – regular crime reduction liaison

Rail industry stakeholders – designing out crime and stakeholder security

Commercial retail stakeholders – designing out crime and stakeholder security

Local authorities – local liaison on crime reduction

Security Companies – liaison in relation to crime reduction products and innovations

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

Essential Criteria:

Qualifications and Training:

Educated to degree level or equivalent substantial crime reduction experience and evidence of strategic capability.

General management qualification or equivalent line management experience.

Experience:

Experience of supporting the delivery of successful organisational, managerial and cultural change within a policing or comparable organisation.

Proven track record of successfully meeting KPI's in respect of an end to end transactional service.

Experience in developing good working relationships with a wide range of stakeholders, both internally and externally.

Experience of establishing productive relationships with colleagues and customers (internally and externally) and across a variety of levels of seniority to deliver a service that meets customer needs.

A thorough knowledge of police computer systems.

Skills:

Professional, persuasive and influential. Able to command the confidence of senior operational managers, external industry partners and other stakeholders.

Strong IT skills with knowledge of the relevant IT systems.

Strong leadership skills with the ability to inspire, motivate and support a team of employees during periods of high demand and pressure.

Strong interpersonal communication skills.

Strong conceptual and analytical skills with good attention to detail.

Able to analyse and interpret varied data and translate them into easy to understand, practical solutions.

Able to withstand pressure and is resilient in maintaining own convictions where merited.

A challenging, dynamic and creative team player, who is collaborative but who leads by example.

Strong service delivery orientation.

Ability to be decisive and hold to account with a drive to deliver.

Report writing skills

Knowledge:

A sound awareness of railway industry practices including role of Government and Local Authorities.

A sound knowledge of community safety issues, the application of designing out crime and Data Protection legislation.

Good working knowledge of crime prevention methods, equipment, trends and security-related issues.

Desired Criteria:

Qualifications and Training:

Completed the Crime Prevention Learning and Development Programme (CPLDP), which is a two week classroom taught programme followed by a workplace assessment 12 weeks post classroom attendance.

Experience:

Previous experience or knowledge of crime reduction

Skills:

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Knowledge:

Excellent knowledge of British Transport Police processes and procedures.

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 postholder may be required to work occasional unsocial hours and travel extensively during the course of their duty.

The postholder will be required to pass the relevant British Transport Police Track Safety and First Aid qualification consistent with role.

The postholder will be required to attend and pass Crime Prevention Learning and Development Programme (CPLDP)

I. AUTHORISATION DETAILS

Prepared By: Gareth Ash (Inspector - Head of Crime Reduction) Date: 30/10/2014

Divisional Commander /FHQ HoD: Martin Fry D/C/S Date: 13/11/14

Evaluation Panel: Date:

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