

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:	Strategic Planning Manager	Current Grade:	C001
Department:	Strategy and Performance	Area:	FHQ
Reports To:	Director of Strategy and Change	No of Posts:	1
Level of vetting	MV		

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

To lead and manage the effective development and governance of strategic planning, and policy within the force. Ensure synergy between force strategic plans and other delivery plans throughout the force and provide recommendations to Senior Heads of departments and Senior Officers on improvements. Manage and lead the creation and review of policy, advising and supporting senior management, other departments, and individual staff members in their efforts to develop policy. Provide strategic advice and recommendations to the senior command team on force priorities, risks and opportunities

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

Financial – Direct or Non-Direct

Responsible for:

Staff costs for department, Policy development

Staff Responsibilities – Direct or Non-Direct

Direct line management responsibility for 2 x Learning Specialists

1st line staff: 2

Any Other Statistical Data

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

- To manage and implement the force's business planning cycle relating to key publications such as the MTFP, local and national policing plans, departmental delivery plans and ensure there is synergy between all documents
- Contribute directly to the strategic direction, leadership and management of the Force to enable the delivery of BTP, stakeholder and government objectives through policy, planning and lessons learnt.
- Work with Departmental Heads to ensure delivery plans are aligned to the strategic plan
- To write high level reports to Chief Officer Group and Authorities members relating to progress against the strategy and subordinate plans
- To identify and provide strategic recommendations relating to risks and opportunities relating to stakeholders and Industry partners
- Work closely with senior management and liaising with external partners to identify good practice nationally and internationally, ensuring that the work of BTP becomes increasingly well known amongst a range of stakeholders; regional, national and international in relation to policy development
- Bring together best practice to deliver opportunities for performance and service improvement. Proactively seek out opportunities to create competitive advantage through the changing policing landscape.
- Design, implement and manage an effective consultation strategy to enable chief officers and the BTPA to fulfill their statutory obligations under sections 50-59 of the Railway Transport Safety Act 2003.
- Incorporate the views of victims, passengers, rail staff and other relevant stakeholders into the development of BTP strategy and policy development.
- To work closely with the Police Authority and other Industry stakeholders to develop strategic plans and be responsible for ensuring they receive the right level of information
- Provide Senior leaders with insight into stakeholder relations and highlight key issues, challenges, opportunities of note
- Responsible for the Force Management Statement and other key publications such as quarterly submissions to the Police Authority and Rail Delivery Group
- Oversee the Innovation Portal and ensure new ideas and concepts are developed, assessed and rolled out forcewide where appropriate
- To undertake other duties commensurate with the grading of the Post as reasonably required by line management
- Manage the effective communication of BTP priorities to stakeholders and external agencies

E. DECISION MAKING:

Make decisions

- Responsible for deciding what innovations are developed nationally
- Makes decisions on the content of the Force Management Statement
- The post-holder will be responsible for the management and governance of force-wide policy and procedures.
- The post-holder will manage and lead decision-making on force-wide research design and policy development to ensure consistency nationally.

Significant say in decisions

- Significant say in the strategic planning for the force

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

Internal

The Chief Constable, DCC, SCT, the BTPA, Senior Officers, Divisional Commanders and Heads of Department and FMT on a regular basis.

External

British Transport Police Authority

Department for Transport

Home Office

Her Majesty's Inspectorate of Constabulary

NPCC (England, Wales and Scotland)

Rail Delivery Group

Train Operating Companies

Network Rail

Transport for London

Passenger Focus

Other UK police forces

Present at external and internal conferences.

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

Essential Criteria:

Qualifications and Training:

- Masters degree qualification or equivalent in areas of risk and strategic planning or similar
- Relevant professional qualification such as CMI level 7 or equivalent business experience

Experience:

- Significant experience at a senior level within the police service or comparable organisation.
- Significant senior management experience of working within a complex operating environment at strategic level
- Experience of successful management of change and strategic planning with multiple stakeholders
- Excellent interpersonal skills, including tact and influence, with the ability to be assertive without causing unnecessary conflict, and to communicate effectively with people at all levels of the organisation
- Highly driven, and the ability to achieve results by influence outside the formal hierarchy
- Proven ability to work well under pressure
- Proven track record in delivering a high quality service for customers
- Ability to quality assure strategic products, creating guidance documents and frameworks for complex processes
- Ability to demonstrate effective leadership and people management skills
- Evidenced strategic thinker with the ability to identify and resolve issues of a complex nature

Skills:

- Extremely numerate, technological capable and analytical
- Excellent organisational skills and attention to detail with evidence of operating at and maintaining high standards through periods of high demand, managing competing demands and priorities, successfully managing customer expectations throughout and effectively managing relationships between different parts of the organisation
- High level of political awareness and sensitivity and the ability to present and detail information to different audiences in a comprehensive and easily understood manner
- Experience in writing strategic reports to influence decision making at a high level
- Substantial experience in giving high level presentations to a varied audience using various methods. The post holder will be expected to give briefings and presentations explaining findings and to justify conclusions to various levels of personnel including to the BTPA and Senior Officers in formal environments
- Communicating with mixed audiences (including senior management) using a variety of media

Desired Criteria:

Qualifications and Training:

- Further academic qualifications in a related field
- Masters Level management qualification, accredited by the Chartered Management Institute or equivalent.
- Prince 2 practitioner

Skills:

- Project management skills

Knowledge:

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.*

A flexible approach to both working hours and different environments and locations is required. The post holder may be required to change hours at short notice and work occasional evenings and weekends. There will be a requirement to work at other locations within the force.

High levels of personal integrity and discretion are required for and the posts are subject to a security vetting process.

The post holder will be required to attend various courses, residential/non-residential, which the force identifies as being necessary.

The post holder will be expected to develop and enhance the role to adopt best practice for the Force.

Post holders must ensure that a high quality service is delivered.

This is a challenging and varied role which requires excellent negotiating and influencing skills, significant experience of strategic planning and very sound management skills, as well as skills and experience in performance management.

The postholder must have the ability to swiftly pick up and become an expert in new and specialist areas of BTP's activities and performance, and to be able to provide advice to SCT members and other senior management on the development of these areas to support the delivery of BTP's strategic objectives.

I. AUTHORISATION DETAILS

Reviewed By: Vanita Patel

Date: 08/01/2019

Area Commander

/FHQ HoD: Simon Downey

Date: 10/01/2019

Job Evaluation

Panel:

Date: 14/01/2019

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