



Assistant Chief Constable

Information about the appointment and candidate brief

June 2017

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Letter from the Chief Constable

Thank you for expressing an interest in the role of Assistant Chief Constable in British Transport Police (BTP).

I welcome applications from candidates across a range of policing disciplines as the ACC portfolios, which are set out in this pack, are subject to periodic change. The vacancy has arisen following the retirement of a Chief Officer and this recruitment will enable the optimal alignment of the Chief Officer team to BTP's structure and resources.

This is an exciting time to join BTP. There are many challenges ahead - devolving policing of the railways in Scotland, counter terrorism, developing a target operating model, delivering a comprehensive efficiency programme, delivering a policing service focused on victims, witnesses and the vulnerable whilst continuing to deliver a value adding service to the railway and its passengers - all delivered against the context of a rapidly expanding railway. BTP's transport policing ethos is as crucial now as it has ever been.

The reputation of BTP with its stakeholders and amongst Home Office forces has never been higher. BTP has a great deal to be proud of, which is testament to the dedication and commitment of its Chief Officers and its officers and staff.

I hope that you find the prospect of working for a national specialist police force of interest and I encourage you to apply. The British Transport Police Authority and I are looking for an individual with drive and energy to work with the Chief Officer team in leading the Force to deliver against our challenges and remain the provider of choice for policing the rail infrastructure and its community.

Yours sincerely

A handwritten signature in blue ink, appearing to read "Paul Crowther", is positioned below the "Yours sincerely" text.

Paul Crowther OBE
Chief Constable

How to apply

You are asked to submit your application by way of a CV and supporting statement. Your supporting statement should demonstrate you have the key qualities and attributes outlined in the knowledge, skills and experience section of the Job Description. The evidence provided must be specific and focused on your personal involvement, experience and actions. A personal statement outlining your motivation for the role should also form part of the supporting statement.

On submission of your application we request that where available you include the following documents, in addition to the CV and supporting statement:

- Senior Police National Assessment Centre Report
- Strategic Command Course Report
- Reference from your current Chief Constable
- Previous two annual appraisal reports
- Completed Equal Opportunities Monitoring form (this is voluntary)

All applicants will be informed of the outcome of their application. Applicants successful at the short-listing stage will be invited to an assessment day week commencing 24 July 2017, followed by a formal panel interview in central London on 1 August 2017.

If you have any questions about the application process please contact Tom Webb-Skinner, Resource Team Leader on 0121 634 5690 or by email tom.webb-skinner@btp.pnn.police.uk

For an informal discussion or if you want to know more about the role of British Transport Police, please contact Elaine Derrick, Chief Constable's Senior Advisor on 020 7521 6437 or by email elaine.derrick@btp.pnn.police.uk

Applications should be sent as follows (email applications are encouraged):

By email to: tom.webb-skinner@btp.pnn.police.uk

By post to: Tom Webb-Skinner
British Transport Police
HRBC
10 Holliday Street
Birmingham
B1 1TF

The closing date for applications is **09:00 Friday 7 July 2017**.

Background information

British Transport Police Authority

The British Transport Police Authority (BTPA) was established by the Railways and Transport Safety Act 2003 and became operational on 1 July 2004. The BTPA's primary statutory purpose is to secure the maintenance of an efficient and effective police force for the railway across England, Scotland and Wales.

The BTPA is comprised of Members drawn from the key stakeholder groups, all appointed by the Secretary of State for Transport.

The 2003 Act set out the statutory powers and responsibilities of the BTPA, 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 and Assistant Chief Constables.
- 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 BTPA 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 Policing Plan
- Set the budget of expected income and expenditure for policing the railways each year, defray expenses and recover the cost

British Transport Police

British Transport Police (BTP) is a world class specialist police force, helping the nation's travelling public get home every day, safe, secure and on time.

BTP police Britain's railways, providing a service to rail operators, their staff and passengers across England, Scotland and Wales. BTP are also responsible for policing London Underground, Docklands Light Railway, Midland Metro tram system, Croydon Tramlink, Sunderland Metro, Glasgow Subway and Emirates AirLine.

BTP is funded by the freight and train operating companies, Network Rail, Transport for London and other smaller operators. BTP's 2017/18 annual gross revenue budget is £295.3 million. BTP currently has 2919 officers, 319 specials, 1522 civilian staff and 290 PCSOs.

BTP is divided into three divisions representing geographic regions of the rail network across Britain, along with our Force Headquarters.

- BTP's Force Headquarters retains overall command of our activity and houses central departments, including specialist operations, forensics, CCTV, major investigations, Technology, HR, Finance and other supporting functions.
- B Division, which covers East and South of England and Transport for London, accounts for the majority of passenger journeys in Britain. The B Division Commander is C/Supt Martin Fry.
- C Division, which covers Pennines, Midlands, South West and Wales, is the largest geographic division, and includes major transport hubs such as Birmingham, Leeds and Manchester. The C Division Commander is C/Supt Allan Gregory.
- D Division, which covers Scotland, is a unique division working under Scottish law and legislation. The D Division Commander is C/Supt John McBride.



Operating Context

As the specialist police force for the railways, BTP faces all the accepted challenges of policing within a unique environment. Ensuring the safety and security of the travelling public and rail staff, with a focus towards victims, witnesses and the vulnerable, keeping the critical national transport infrastructure free from disruption, and delivering wider public value are at the heart of BTP's business – what we describe as our transport policing ethos.

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 passengers, commercial operators and their employees – is crucial. Success requires effective partnership with the rail industry, geographic police forces, national agencies and other stakeholders.

The railway is a massively expanding network with 3 billion passenger journeys in 2016 – over 8 million passenger journeys every day. This year passenger journeys are expected to grow by 2% (an additional 62 million journeys), with a further 400 million predicted by 2020.

Crime on the railways is low with an average of 16 crimes per million passenger journeys and less than 1 serious crime per million journeys. However, after 11 consecutive years of crime reduction, the Force is now seeing an increase in crime, including a 16% increase in volume crime, primarily retail crime, over the last year - largely attributable to the growing rail infrastructure, major stations being turned into shopping / entertainment complex, and increasing footfall and passenger numbers.

Suicide prevention and a focus on vulnerability are key priorities – last year there were over 300 fatalities across the rail network, there were also over 1800 life-saving interventions made.

Counter terrorism is another priority, with the transport network remaining a target for attack - BTP officers were first on scene following the Manchester Arena attack and our officers were also amongst the first responders to the London Bridge attack.

The 2014/19 Strategic Plan, which was developed in 2013, is currently under review. This will reflect the changing demands and continued expansion of the rail infrastructure. However the priorities for BTP remain the same - protecting the public and preventing crime, supporting the railway, building confidence and satisfaction, and delivering efficiency and effectiveness. BTP's 'narrative on a page', which was developed in 2017, sets out our purpose, ambition, challenge, priorities and how we are going to achieve them (on following page). The new Strategic Plan will support these principles.

Our strategy on a page



> OUR AMBITION & PURPOSE

A world class specialist police force, helping the nation's travelling public get home everyday safe, secure and on time

> OUR STRATEGIC OBJECTIVES

Reduce disruption
Reduce crime
Increase confidence
Deliver value for money

> OUR CHALLENGE

To move from a target driven culture to a culture of trust & support, where we all do the right thing everyday

Threat
Risk
Harm
Vulnerability

> OUR PRIORITIES

1 Counter Terrorism

2 Preventing crime

3 Protecting vulnerable people

4 Supporting the railways

5 Supporting & valuing our workforce

6 Building confidence & satisfaction

7 Improving effectiveness & efficiency

> OUR BEHAVIOURS

We keep people safe; putting victims, witnesses and the vulnerable first
We focus on quality and trust our people to do the right thing, first time
We're proud to be specialists providing leadership in difficult situations
We find a way to make a difference everyday
We act with honesty, integrity and embrace the code of ethics in all we do



> OUR PRINCIPLES

Feel valued and supported
Have direction and visible leadership
Be acknowledged and recognised
Be engaged with and listened to
Be trusted

Chief Officer Group

BTP's Chief Officer Group (COG) is responsible for the leadership, oversight and direction across the Force - making crucial strategic decisions on all operational and organisational matters. In order to achieve successful delivery of our complex services across England, Scotland and Wales, the Chief Officers represent the Force at strategic level and work with multiple stakeholders and industry partners at a senior level.

Each COG member has a wide range of responsibilities set out within their individual portfolios. It is important to note that the three Assistant Chief Constables can be periodically moved across portfolios. BTP's Chief Officers are based at the Force headquarters in London. Due to the national geographic of the Force, travel across BTP's Divisions is a necessity.



Paul Crowther: Chief Constable

Overall direction and command of BTP.

National Police Lead for Metal Theft, Heritage & Cultural Property Crime and Suicide Prevention



Adrian Hanstock: Deputy Chief Constable

Strategy & Performance, Governance, Professional Standards, Strategic Communications, Scotland Devolution, Demand Resources & Deployment, Emergency Services and Mobile Communications Programme and Railway Pensions



ACC Robin Smith: Territorial Policing

Community Engagement, Complementary Policing, Stop & Search, Football, Local Stakeholder Engagement, Operational Performance, Local Policing Patrols, Volume Crime and Tasking & Response



T/ACC Alun Thomas: Specialist Operations & Counter Terrorism

Counter Terrorism, International Research & Best Practice, Government Interface, Civil Contingencies, Public Safety & Major Events, Use of Force and Operational Learning



T/ACC Paul Brogden: Public Contact & Specialist Crime

Specialist Crime, Intelligence, Public Protection & Vulnerability, Offender Management, Public Contact, Mobile Solutions, Body Worn Video and Digital Policing Lead



Simon Downey: Director of Capability & Resources

Organised Transformation, Change Management, People & Development, Safety & Wellbeing, Corporate Services, Technology and Information Management



Alistair Cook: Interim Finance Director

Financial Control, Financial Decision Support, Procurement & Commercial Management, Financial Transformation and Financial Governance

Job Description

Post title: Assistant Chief Constable

Accountable to: Chief Constable

The post-holder in conjunction with the other ACCs, will be jointly responsible for operational delivery of BTP's vision, challenge and priorities.

An understanding of the commercial and operational imperative in which BTP operates is essential for the post-holder, in addition to the skills and competences of a Home Office ACC. A risk-based approach in partnership with industry, balanced against the integrity of the office of constable, is required to keep the railways running and to ensure passengers and freight travel safely.

Accountabilities

1. Provide outstanding personal leadership.
2. Drive delivery of the Strategy and Policing Plan, and overall performance of BTP.
3. Promote and develop BTP through the establishment and maintenance of effective working relationships with all key stakeholders in partnership with the BTPA, covering rail industry, passenger groups, rail staff, Passenger Transport Executives (PTEs), policing UK and Government.
4. Ensure compliance with Government and BTPA controls.
5. Command and direct operational policing matters on behalf of the Chief Constable and perform the duties of other chief officers as required.
6. To be available on a 24 hour basis to deal with any operational or other matters requiring attention, including rapid decision making and leadership during critical incidents.
7. To sit, as necessary, on promotion, and appointment boards and where appropriate make recommendations to the Chief Constable on promotion and appointments within BTP.
8. To undertake other duties as required by the Chief Constable.

Knowledge, skills and experience

Essential

1. *Transformational leadership* – previous experience as a transformational leader at Assistant Chief Constable or Chief Superintendent level and ability to demonstrate successful implementation of change programmes.
2. *Strategic clarity* – experience in setting and implementing organisational vision and mission with a focus on long-term capability with all activities directly or indirectly contributing towards the strategy.
3. *Commercial awareness* – an appreciation of the commercial imperatives that drive the rail industry such that these are supported by operational outcomes whilst demonstrating value for money.
4. *Communication skills* – persuasive and collegiate approach to problem solving with the ability to work with commercial operators and other stakeholders. Ability to work alongside the BTPA Chair and Members as the public face of the organisation.
5. *Governance* – an understanding of governance requirements in a public sector organisation, including sound financial and risk management. Working within statute and policy and challenging non-compliance.
6. *Resource focus* – experience of developing and implementing people strategy and succession planning arrangements to ensure the Force's capability to meet current and future needs. The ability to operate within a tight budget.
7. *Results focus* – evidence of delivery focus and implementation of robust finance and performance management regimes.
8. *Management Information* – ability to ensure performance information is clear, consistent and comparable, in order to drive continuous improvements.

Desirable

1. *Strategic Command Course* - it is seen as advantageous for candidates to have successfully completed, or be scheduled to complete, the Strategic Command Course (College of Policing or Scottish Police College).
2. *Senior Police National Assessment Centre (SPNAC)* – it is seen as advantageous for candidates to have passed SPNAC.
3. *Continuous professional development* - a graduate or post graduate qualification or the ability to demonstrate continuous professional development.

Remuneration Package

The starting salary will be £97,563 with the opportunity to rise to £110,148, in accordance with the Assistant Chief Constable salary scale and Police Regulations. Where the successful candidate is a substantive Assistant Chief Constable, the BTPA will match their current spine point.

This will be a permanent appointment, subject to a 6 month probationary period. The role is based in London but will include the requirement to visit BTP's operational areas throughout the country.

There will be an annual appraisal of the Assistant Chief Constable's performance conducted by the Chief Constable.

Allowances

In accordance with Police Regulations the Assistant Chief Constable will receive annually:

- London Allowance of £4,388 or £1,011 if in receipt of housing/rent allowance
- London Weighting of £2,373

Benefits

Taxable benefits include:

- An annual car allowance of £7,269
- Family Healthcare Insurance

Other benefits include:

- 42 days annual leave
- Home to work standard class rail travel on production of warrant card within a 70 mile radius of London
- Payment for the membership of CPOSA and associated insurance

Pension

Those in the Home Office 30 year scheme

Following the closure of the Police Pension Scheme 1987 to new members from 1 April 2006, the analogous scheme under the British Transport Police Superannuation Fund (BTPSF) did likewise. The reciprocity between the schemes ended on 1 April 2006. Therefore, any person transferring between the Home Office and BTP with fewer than 30 years reckonable service will be auto-enrolled into BTP's 35 year officer scheme established in 2007.

The BTPA will make an assessment of the financial implications of an officer transferring into the 35 year pension scheme such that the individual suffers no detriment to their benefits which would have been accrued had they remained in the 30 year scheme with the Home Office. The implications are dependent upon

individual circumstances and candidates will be invited to forward their pension statements for the necessary calculations at the short-listing stage.

Those who have completed 30 years in a pension scheme

Any person who has already completed 30 years in a Home Office Force will be auto-enrolled into the BTPA's Staff Scheme.

A high level summary of each of these schemes is provided at Annex A & B respectively.

Appointment Process

The timetable for shortlisting and interviews will be as follows:

Closing date

09.00 7 July 2017

Short listing

11 July 2017

Interview

Assessment process week commencing 24 July 2017

Formal interview 1 August 2017

Shortlisted candidates will be asked to submit the name of a further referee who may be contacted in advance of the final panel interview. At this stage shortlisted candidates will be given the opportunity of informal discussions with the Chief Constable and BTPA Chief Executive to give them a closer understanding of the role and its context.

Shortlisted candidates will be asked to participate in an assessment process designed to obtain evidence of fit against the required specification. This will be followed by a formal interview. Both stages will take place in central London.

The interview panel will be chaired by Len Jackson, Interim Deputy BTPA Chair. The Chief Constable will also be on the panel along with another BTPA member and an independent person. The BTPA Chief Executive will also be present as an advisor to the panel.

The appointment is subject to ministerial approval.

Equal opportunities

BTP 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 BTPA before taking up appointment.

Travel Costs

There are no arrangements for the reimbursement of travel costs.

Annex A and B - Pension

Annex A: British Transport Police Force Superannuation Fund - Benefit level 2007: summarised structure

The following is a brief summary of the benefits and contribution rates payable under the British Transport Police Force Superannuation Fund (BTPFSF) 2007 Benefit Level.

This summary is only a broad summary of the key features of the fund. Any entitlement to benefits from the fund is governed by the trust deed, not this summary.

Description	Benefit calculation
Contributions	Based on Basic Pay plus London Weighting (if applicable) at 1 November each year. Contributions are revised each 1 January.
Member Contribution Rate	The member's contribution rate is currently 12%.
Employer Contribution rate	1.5 Times the contribution rate for members, plus any additional lump sums due under the Schedule of Contributions.
Contribution Rate Reviews	Contributions rates will be reviewed every three years after each actuarial valuation. The next valuation will be as at 31 December 2015. Any contribution changes usually happen 12 to 18 months after the valuation date.
Pension	This is based on the average Basic Pay plus London Weighting in the last 12 months' service.
Lump Sum	This is based on the average Basic Pay plus London Weighting in the last 12 months' service.
Normal Retirement age	Age 55 (in service). With less than 35 years' service at age 55 an officer may continue to contribute and accrue benefits. Age 65 (on leaving service before taking benefits)
Pension at Retirement Fraction per year of service (proportion for days)	$1/70^{\text{th}}$
Lump Sum at Retirement Fraction per year of service (proportion for days)	$4/70^{\text{th}}$

Ill Health Pension	<p>There are two levels after completion of 5 years of qualifying service:</p> <ul style="list-style-type: none"> a) If the officer is incapable of performing any duties, as a Police Officer or otherwise, the pension earned to date is enhanced by one half of future potential service to age 55 up to a maximum of 35 years' membership. The additional pension may be suspended if the officer recovers sufficiently to be able to take up full-time regular employment. b) If the officer is unable to perform their duties as a Police Officer, but is considered fit enough to perform other duties, they will receive an immediate un-enhanced pension. <p>In addition to any ill-health pension, a lump sum of 4 times the amount of pension is payable.</p>
Death in Service Payment	Four times Pay
Dependant's pension (upon death in service)	<p>After two years' service a pension of one half of the pension that would have been payable had the officer been granted an enhanced incapacity pension.</p> <p>Pensions would be payable to cohabiting, non-married, (including same-sex) partners.</p> <p>Pensions are also payable to dependent children until they reach age 18, age 23 if they are in full time education, or for life if they are mentally or physically handicapped.</p>
Dependant's pension (after leaving service)	<p>A pension of one half of the member's basic pension.</p> <p>Pensions would be payable to cohabiting, non-married (including same sex) partners.</p> <p>Pensions are also payable to dependent children until they reach age 18, age 23 if they are in full time education, or for life if they are mentally or physically handicapped.</p>

Benefits on leaving service (including leaving under redundancy with lump sum compensation)	<p>If more than two years' membership:</p> <ul style="list-style-type: none"> • Pension and lump sum are payable at age 65 based on service and salary at date of leaving. Benefits are increased before and after retirement as described below. <p>If less than two years membership:</p> <ul style="list-style-type: none"> • Refund of contributions (less tax and other deductions) or a transfer payment provided three months' service have been completed.
Increases in benefits after you have left service or after your pension has started.	As determined by the Pensions Increase Act 1971, which currently refers to increases in line with the Consumer Price Index each September.
Additional Voluntary Contributions	<p>Additional Voluntary Contributions (AVCs) allow a member to provide for increased benefits at retirement.</p> <p>The fund's AVC arrangement is called AVC Extra which allows flexibility to choose:</p> <ul style="list-style-type: none"> • how much to contribute; • where to invest your contributions; • when to start making contributions; and • when to stop contributing.

Annex B: British Transport Police Staff Scheme - summarised structure

The following is a brief summary of the benefits and contribution rates currently payable under the Railways Pension Scheme – British Transport Police Section.

This summary is only a broad summary of the key features of the fund. Any entitlement to benefits from the scheme is governed by the trust deed & rules, not this summary.

Description	Benefit calculation
Contributions	Based on Basic Pay plus London Weighting (if applicable) at 1 April each year less one-and-a-half times the basic state pension. Contributions are revised each 1 July.
Member Contribution Rate	The member's contribution rate is currently 10.06%.
Employer Contribution rate	One-and-a-half times the member contribution rate, plus any additional lump sums due under the Schedule of Contributions.
Contribution Rate Reviews	Contributions rates will be reviewed every three years after each actuarial valuation. The next valuation will be as at 31 December 2013. Any contribution changes usually happen 18 months after the valuation date.
Pension	This is based on the average Basic Pay plus London Weighting, less one-and-a-half times the basic state pension in the last 12 months' service.
Lump Sum	This is based on the average Basic Pay plus London Weighting in the last 12 months' service.
Normal Retirement age	Age 60
Pension at Retirement Fraction per year of service (proportion for days)	$1/60^{\text{th}}$
Lump Sum at Retirement Fraction per year of service (proportion for days)	$1/40^{\text{th}}$
Ill Health Pension	After 5 years of qualifying service, if the member is incapable of performing any duties [as a Police Officer or otherwise] the pension earned to date is enhanced by the lesser of 10 years and number of years of potential service to age 60, up to a maximum of 40 years' membership. The additional pension may be suspended if the member recovers sufficiently to be able to take up full-time regular employment.
Death in Service Payment	Four times Pay

Dependant's pension (upon death in service)	<p>A pension of one half of the pension that would have been payable had the member been granted an incapacity pension.</p> <p>Pensions would be payable to cohabiting, non-married (including same sex) partners.</p> <p>Pensions are also payable to dependent children until they reach age 18, age 23 if they are in full time education, or for life if they are mentally or physically handicapped.</p>
Dependant's pension (after leaving service)	<p>A pension of one half of the member's basic pension.</p> <p>Pensions would be payable to cohabiting, non-married (including same sex) partners.</p> <p>Pensions are also payable to dependent children until they reach age 18, age 23 if they are in full time education, or for life if they are mentally or physically handicapped.</p>
Benefits on leaving service (including leaving under redundancy with lump sum compensation)	<p>If more than one month's membership:</p> <ul style="list-style-type: none"> • Pension and lump sum are payable at age 60 based on service and salary at date of leaving. Benefits are increased before and after retirement as described below. <p>If less than one month's membership:</p> <ul style="list-style-type: none"> • Refund of contributions (less tax and other deductions).
Increases in benefits after you have left service or after your pension has started.	As determined by the Pensions Increase Act 1971, which currently refers to increases in line with the Consumer Price Index each September.
Additional Voluntary Contributions	<p>Additional Voluntary Contributions (AVCs) allow a member to provide for increased benefits at retirement.</p> <p>The scheme's AVC arrangements are called BRASS and AVC Extra which allow flexibility to choose:</p> <ul style="list-style-type: none"> • how much to contribute; • where to invest contributions; • when to start making contributions; and • when to stop contributing.