

## 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: Divisional Property Manager  
Department: Property Store/Operations  
Reports To: 3685 Garrett  
Level of  
vetting: MV

Current Grade: B001  
Area: B Division  
No of Posts: 1  
Post Number:

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

To fully support the management teams and officers of the different police posts within B division by providing specialist advice and guidance on all matters relating to property procedure and continuity of exhibits.

To ensure that the department is managed and coordinated in an effective manner, by leading and coaching staff, and officers and by making sure that responsibilities and legal compliances apply. Deal with any arising issues that cause risk(s) to reputation of the British Transport Police.

To conduct property reviews and audits, ensuring compliance with property procedures and to ensure property is managed and accounted for appropriately.

REWARD

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

**Financial – Direct or Non-Direct**

Non - Direct – Value of all property and exhibits kept in the property store.

Non – Direct - Financial implications for the BTP if property isn't managed appropriately therefore causing risk of items being damaged or not accounted for. Financial implications of legal action due to cases and investigations being negatively affected from ineffective property management.

Direct – Accountability and responsibility for the management of all seized money.

**Staff Responsibilities – Direct or Non-Direct**

5 Direct – Property Officers

Direct - Supervision of officers/staff on attachment or of those officers seeking assistance/guidance

22 Indirect – Station Admin/Senior Station Admin/Officers in Charge (OIC)

Non-Direct – when conducting reviews or audits of property, the Divisional Property Manager is to ensure they quality control all exhibits/items being stored as well as the maintenance of the electronic and paper records.

Where concerns are identified they are to ensure these are managed and addressed with officers/staff.

Non-Direct – identify training needs of all staff/officers on B Division through the quality control of exhibits and property and to make these known to line managers.

**Any Other Statistical Data**

A minimum of 120 Property Store audits will need to be undertaken annually across the division at all 23 sites.

There are 23 stores across the division, each holding anything from 500 items up to 22000 items per store.

Each store contains high risk property items, such as firearms, drugs and money. In addition, the stores contain high value items such as smart phones, tablets, computers, jewellery etc. The value of these assets can equate to millions of pounds.

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

Day to day line management and leadership of 5 Property Officers across the division, including performance management, Right Track objectives, sickness and attendance management. Provide indirect management and leadership of employees undertaking property functions across B Division.

Manage, train and develop the team of Property Officer's and Police Officers.

Facilitate clear communication between front line officers and property staff to ensure alignment on investigations.

To be responsible for implementing, managing and maintaining an effective process for the appropriate storage of evidential exhibits and property and to proactively seek improvements to service delivery.

To ensure the required evidential standards and property procedures are being adhered to and reviewed and that processes are updated as changes to legislation or working practices are identified.

Able to work closely with officers, staff, and management from different departments, providing specialist advice and guidance on all matters relating to property management to ensure property standards are met and maintained, and support day to day functions to ensure we are working towards compliance with property policy and procedure across B division.

To provide quality control and supervision to staff or officers on attachment, managing the day to day functions being carried out and guiding and training them to maintain property procedures and standards.

To manage and maintain the property internal audit systems, planning and organising property review schedules as well as conducting audits/property reviews and identifying areas for improvement.

Ensure all administrative systems (Kim/paper records/receipt filing) are kept up to date, auditable and in accordance with all legal guidelines including Data Protection and Freedom of Information.

Managing the responsibility for high risk property such as cash, firearms, drugs, contaminated property and high value items to ensure they are stored safely and appropriately. Ensuring accurate records are made, are auditable and managing the safe destruction of items, or the transfer of cash to the finance department, when no longer required as evidence.

Management of the facility and access systems to ensure access is only gained by those that are authorised. To ensure that the facility adheres to organisational and legal requirements such as Health and Safety requirements, safeguarding BTP staff, contractors, members of the public and BTP assets. Respond promptly and positively to breaches in security or Health and Safety.

To fully utilise a variety of software applications to conduct the role and completing administrative processes utilising functions such as the inputting, updating, or retrieval of data. Compiling reports when required to assist in the management and maintenance of seized or found property on B Division.

To assist with other tasks and actions relating to the management of property and the management of a property store.

To ensure the archiving of items is managed, organised and carried out when suitable.

Manage your own workload and those of your team to delivery property/enquiries in line with timescales and targets.

To manage and ensure property is appropriately received, stored, returned or disposed of in accordance with the property policy and procedures. To manage, review and validate all divisional-wide requests for property, liaising with Police Officers and stakeholders where necessary, first point of contact for any complex enquiries, ensuring all property requests are obtained in accordance with SOPs.

Design, implement and manage audit processes for B Division property stores, ensuring each store is effectively audited within agreed timescales, compiling and submitting reports to SLT in relation to all stores and any issues identified.

**REWARD**

Have all the accountabilities as required of a property officer and where required take on this role to ensure business continuity due to absence of staff, through sickness or leave.

Ensure that all your staff's training is up to date and that they are aware of their responsibilities.

Represent BTP throughout the criminal justice process and present evidence when required to the civil and criminal courts.

**E. DECISION MAKING:**

**Make decisions**

Make decisions relating to issues affecting staff performance (including UPP), welfare, development and training in line with force and departmental policy.

Allocate workloads to all Divisional Property staff ensuring that priorities are met and deadlines are adhered to. Manage all pending workloads through re-allocation and re-prioritisation to ensure a fair distribution of tasks in keeping with individual roles.

Attend meetings with both internal and external stakeholders and make strategic decisions on the use of property resources in order to meet the specific needs of the organization and/or individual.

Manage all requirements for staff overtime in order to ensure that they are justified and necessary, and submit such requests to the Chief Inspector for approval.

Make recommendations for change to B Division senior management as a result of the auditing of the Property Stores or record retention/information management or the analysis of management information relating to areas considered to be high risk (overtime, expenses).

To make decisions in relation to the planning and development of the facilities to ensure they are appropriate for the safe storage of property.

**Significant say in decisions**

How stores on B Division are run, which are required to stay open and the level of use of each store. Whether they are worth being open and if they could be amalgamated into another store.

Closing stores or managing any recommendations made following PSD or Governance audits.

Recruitment and selection of new staff to vacant Property Officer positions.

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

**Internal**

**SLT members, OIC's of station, Property Officers, Coroners Officer, Scenes of Crime, CJU, CID, CAT, DIPS, HTCUC and HR Department.**

Establishing best practice standards across B Division.

Providing coaching/briefing on organisational learning.

Create good relationships that allow issues/concerns to be raised and resolved with minimum distress or disruption to the work force.

Direct tasking of audits from Operation meetings.

**External**

**Victims of crime, Defendants, TOC, CPS, Solicitors, Interpreters, Parents, NOK, Police Forces or Government Departments.**

Developing an understanding of best practice/lessons learned from across the division and identifying how this would impact on BTP.

Identifying best practice solutions outside of a police service environment and taking advantage of development opportunities.

Good and effective networking with counterparts in neighbouring forces bordering B Division i.e MPS.

Agreeing joint communications with stake holders building working relationships on property related matters.

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

**Essential Criteria:**

**Qualifications and Training:**

Educated to degree level in an appropriate discipline.

Management training.

**Experience:**

Leadership and line management experience, with the proven ability to both directly manage local resources and indirectly manage the compliance of out based resources and staff.

Experience of designing and delivering learning initiatives, including training, briefing and coaching.

Management within an operational or investigative environment.

Proven ability to manage workload of staff based on conflicting operational priorities.

**Skills:**

Present information confidently, clearly and effectively.

Identify opportunities for improving process and efficiency and effectiveness, changing limitations of current practices.

Help colleagues to meet deadlines by sharing and managing workloads where necessary.

Ability to manage conflicting priorities.

Ability to work in accordance with organisational policy and procedures.

Excellent verbal and written communication skills with the ability to brief employees at all levels of the organisation, including those at senior management levels.

Excellent interpersonal skills with the ability to quickly build a rapport with employees at all levels in order to coach or guide them through complex investigations.

Demonstrate the ability to be flexible and adapt to changing work situations and workloads

Good time management skills with the ability to work alone or as part of a team. Ability to work on their own initiative, under pressure and to deadlines.

Ability to negotiate and influence staff.

Exceptional auditing style, with practical recommendations for change and improvement.

Significant people management skills, working within a dynamic operational environment.

**REWARD**

**Knowledge:**

Wide knowledge of public sector/government regulatory framework.

**A good understanding of the structure of the BTP and of the BTP's policies and procedures.**

Evidence Procedures

Court Procedures

Property procedures and timescales

Computer literacy skills including Microsoft Office, Words and general database skills.

**Desired Criteria:**

**Qualifications and Training:**

Fully KIM trained.

**Experience:**

Management on a divisional level.

Project planning and business case preparation.

**Skills:**

Ability to manage individual property stores/departments, whilst maintaining a broad overview.

Excellent influencing, negotiation, and project management skills.

**Knowledge:**

Good understanding and interaction within the B Division framework, operating to a high professional standard.

**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.*

This position requires a trustworthy post holder who can be accountable for all items of property in the store including drugs, large sums of money and firearms, etc.

Managing officers and their property retention, returning and destruction is a challenge and requires the staff member to be determined and tenacious.

This role could also involve having to go to Spring House and present/teach new Police Officers how to use KIM and what is expected of them, along with the importance of property.

Due to the large area that will be covered in this role, staff management is a priority and will mean traveling across the division, making it essential in maintaining a professional department within the organisation.

**I. AUTHORISATION DETAILS**

Prepared By:

Date:

Area Commander /FHQ

HoD:

Date:

Evaluation Panel:

Date: