

## 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:        | Head of Designing Out Crime Unit          | Current Grade: | B004      |
| Department:       | Designing Out Crime Unit (DOCU)           | Area:          | FHQ       |
| Reports To:       | Head of Public Protection & Vulnerability | No of Posts:   | 1         |
| Level of vetting: | RV  | Post Number:   | ACRB40001 |

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

To define and direct BTP's approach to designing out crime and vulnerability across the railway network in order to lead and manage the delivery of the full range of DOCU services, ensuring these are aligned to the Force's priorities and support policing and industry operations.

### 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 & Public Protection. The postholder will be expected to make representation to the Head of Public Protection & Vulnerability 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 14 members of staff, including the National Designing Out Crime Unit Manager and the Designing out Crime Unit 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 designing out crime and vulnerability for the organisation and rail industry, and being responsible for defining and implementing the crime reduction strategy on behalf of senior officers across the organisation.

**National Liaison** – Where appropriate, actively participate and provide influence to the national crime reduction conferences including the National Crime Prevention Manager's group, the ATOC Heads of Security forum and BTP's Work Place Violence and Vulnerability strategic groups.

**Service Delivery** – Ensure that the activity delivered by all staff within the DOCU is professional, timely and responsive to current and emerging issues through horizon scanning and future trend analysis. Identifying potential risks and make recommendations for control and mitigation.

**Service Development** – Promote and manage the development and implementation of designing out crime and vulnerability problem solving activities. Ensure that departmental KPI's are met and work with stakeholders to agree relevant service level agreements.

**Relationship Management** – Maintain strong working relationships with senior partners, both internally and externally, in order to deliver an effective designing out crime and vulnerability service aligned to BTP priorities, as well as securing implementation of the Safeguarding on Rail and the Secure Stations Schemes. When appropriate and necessary, negotiate and provide influence to the activity of the DOCU.

**Professional Development** – Maintain a thorough knowledge of best practice and developments in designing out crime strategies and tactics. Influence and motivate DOCU staff to ensure that the skills and activities being delivered by the unit are up to date and aligned to BTP priorities.

**Performance Reporting** – Own the management and delivery of DOCU statistical and tasking information. Provide comprehensive updates on DOCU referral activity to the Head of Public Protection & Vulnerability and relevant departments through the tasking process and to industry partners and other relevant agencies as appropriate.

**Compliance** – Ensure that all DOCU and associated problem solving activities are consistent with BTP policies and meet all relevant legal requirements.

**Record and Information Management** – Maintain and develop knowledge of required record-keeping and information management practices and requirements.

**Personal Development** – Promote and manage the professional development of all DOCU staff and encourage cohesion, innovation and continuous improvement in the performance of designing out crime and vulnerability.

**Policy Development** – Ensure that DOCU policies, procedures and references are fit for purpose and aligned to the BTP priorities.

**E. DECISION MAKING:**

**Make decisions**

The post holder will:

- Gather, verify and assess all appropriate and available information to gain an accurate understanding of complex situations and disseminate clear and concise advice based upon their assessment.
- Consider a range of possible options, evaluating evidence and seeking advice where appropriate. Be able to make clear, timely, justifiable decisions, often with far reaching strategic impact, and review 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 DOCU and the delivery of its functions.

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

**Internal**

National Designing out Crime Unit Manager – delivery of crime reduction functions

Designing out Crime Officers – delivery of crime reduction activities

Head of Public Protection & Vulnerability – provide designing out crime advice, fatality reduction recommendations and information and data when requested, as well as supporting the implementation of national crime and vulnerability reduction schemes.

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

Divisional Superintendents – provide updates on DOCU activity and data when requested

Public Protection & Vulnerability Units – provide information around fatality survey activity as required

Human Resources – advice and guidance for effective service delivery

**External**

DfT – manage and report upon status of Secure Stations and Safeguarding on Rail Schemes

Network Rail – delivery of designing out crime and station security advice, facilitate fatality reduction recommendations and liaison regarding relevant DfT schemes

Train Operating Companies (TOCs) – delivery of designing out crime and vulnerability advice, and liaison regarding compliance with DfT schemes

Transport for London – delivery of designing out crime, station security (including London cable car), crime reduction advice and liaison regarding compliance with DfT Schemes

Home Office Police Forces – cross jurisdiction crime and vulnerability 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.

Demonstrable experience of complex stakeholder management, both internally and externally, and ability to negotiate with partners at a senior level.

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.

Experience of delivering multifaceted projects and realising benefits within set cost and timescale parameters.

Experience of personnel and team management.

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.

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**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:**

Substantial knowledge of British Transport Police processes and procedures.

Understanding of the intricacies of the railway industry and its relevant organisations and partners

- 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: DCS Paul Furnell

Date: 01/04/19

Divisional Commander  
/FHQ HoD: DCS Paul Furnell

Date: 01/04/19

Evaluation Panel:

Date:

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