



Candidate Information Pack

Transferees and Re-joiner

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Section One

Role & Eligibility

ROLE PROFILE

Rank: Police Sergeant
Reports to: Inspector

Purpose of the Role

To direct and co-ordinate a team of Constables and PCSOs towards local and Forcewide goals whilst providing accessible supervision nearest to the point of service delivery. To manage and co-ordinate resources effectively, maintaining a liaison with higher-management to ensure that information is relayed and support is available.

Main Responsibilities

- To maintain and improve team cohesion, morale and enthusiasm and drive specific initiatives towards local goals in accordance with the Force Strategy and Policing Plan.
- To assure quality by constantly monitoring all aspects of team performance in order to maintain standards and improve the individual team contribution to the achievement of local objectives and targets.
- To make contact and liaise with local business sectors, their customers and the community to promote and enhance local problem solving and effectively address crime, disorder and other quality of life issues.
- To monitor and promote professional development of team members by counselling, coaching and guiding to enhance competence and enable high quality performance and to ensure safe working practices of all team members.
- To supervise activity in order to ensure that incidents are managed effectively and that appropriate action has been taken. To ensure that reports and files are compiled correctly and submitted according to guidelines.
- To perform Custody Officer duties according to PACE at non-designated police stations ensuring that all investigations are carried out correctly and expeditiously whilst a prisoner is detained. To charge, bail or release prisoners as appropriate.

Essential Eligibility Criteria

- Substantive in the rank of Sergeant or above
- Currently serving in a Home Office force, or have served in a Home Office force within the previous two years
- Must not have any findings of guilt for complaints or discipline
- Must not currently be subject to an unsatisfactory performance review or action plan
- All mandatory training must be up to date

You will not be eligible to transfer to BTP if you have any convictions, cautions, reprimands or penalty notices (other than select driving penalty notices).

You will not be eligible to apply if you have an existing CCJ or IVA outstanding against you.

Applicants who have been registered bankrupt will not be considered. Failure to disclose any of the above will lead to your application being rejected.

Additional Information:

BTP operates a strict attendance management policy, and individuals who have averaged the following triggers over the previous three years will ordinarily be rejected from the process:

- 2 occasions in 6 months
- 3 occasions in 12 months
- 8 days in 12 months

Consideration will be given to absences resulting from injuries on duty, pregnancy, or conditions covered by the Equality Act 2010.

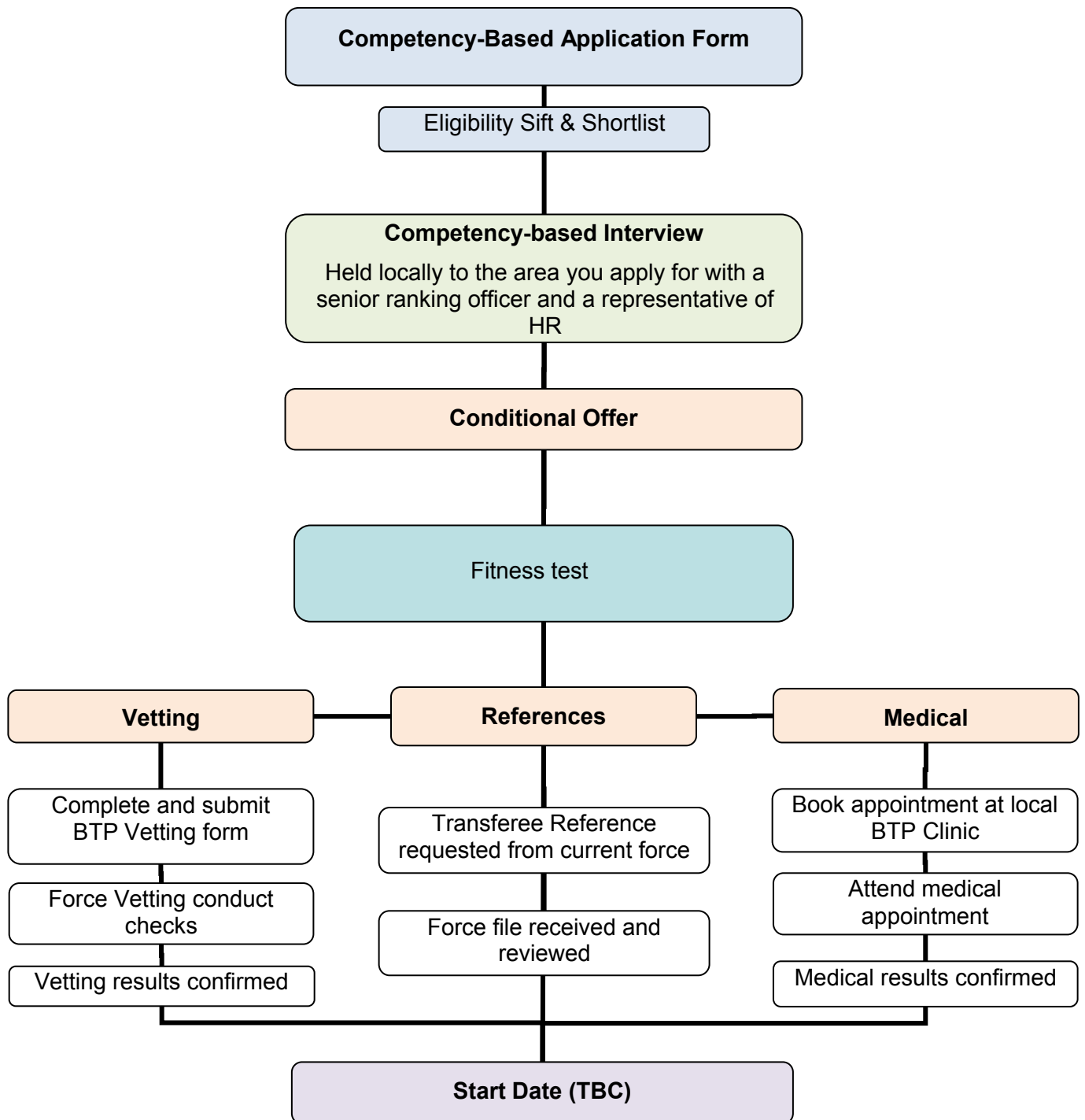


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Section Two

The Recruitment Process

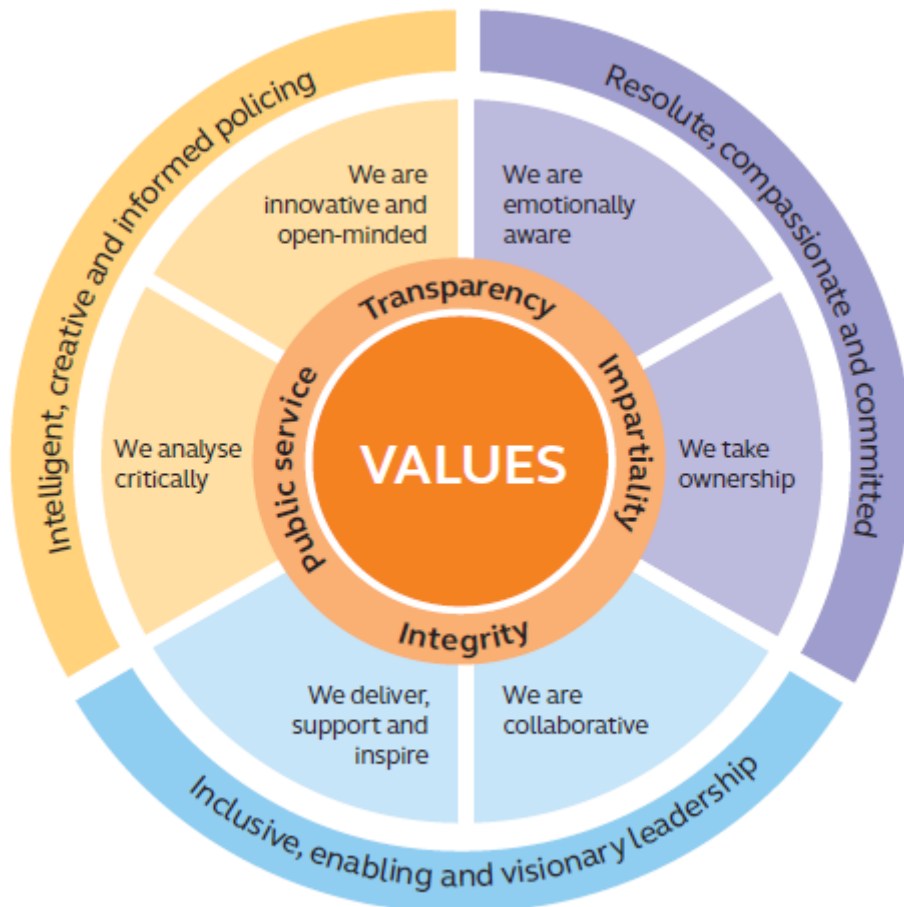
The Recruitment Process



Competency-based Application and Interview

The recruitment process measures your competence as an officer against the competencies and values listed in the Competencies and Values Framework (CVF).

Further information regarding the CVF can be found on the [College of Policing website](#).





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Section Three

Salary & Pension Information

Salary & Allowances

BTP operates on the same Windsor Salary Scale as Home Office forces. As such, your basic salary, including your increment date, will be maintained on transfer as follows:

Pay Point	Basic Salary
1	£39,693.37
2	£41,025.55
3	£41,900.28
4	£43,133.55

Officers may also be eligible for receipt of additional location-based allowances dependant on BTP posting.

Pensions

Introduction

The information in this leaflet is given on a “without prejudice basis” and does not form any part of your contractual entitlements. It does not confer any rights to benefits from the Fund other than those provided by the Fund Rules.

The benefits payable from the British Transport Police Superannuation Fund are set out in the Rules of the Fund and a full guide for members will be included within your welcome pack when you join.

All Officers under the age of 58 (63 for Superintendents and more senior ranks) will be entered into the BTP Superannuation Fund on the day they start work.

BTP operate a Pension Salary Sacrifice Scheme (PensionPlus). You will automatically be enrolled into PensionPlus and your Reference Salary will be reduced, in accordance with the PensionPlus Scheme rules, by an amount equivalent to the level of pension contributions.

On 1 April 2015, the British Transport Police Authority introduced a new ‘CARE’ section of the British Transport Police Force Superannuation Fund (BTPFSF) for new entrants training to become Police Officers, for transferee Police Officers who have no protection in a Home Office force pension scheme, and for re-joining Officers who have had a break in service.

The term CARE stands for ‘Career Average Revalued Earnings’. This means that on retirement the pension earned by the Officers will be the sum of the benefits accrued each year uplifted in following years by the consumer price index plus 1.25% per annum over the period of membership in the Fund.

Officers transferring from another force into the BTP whose pensions are protected in the Home Office may retain a form of protection on transfer, subject to confirmation from your current force regarding your current pension arrangements and subject to the approval of the British Transport Police Authority. It is your responsibility to ensure that the Recruitment team is aware of any level of protection that you may have.

Those currently in protected 30 or 35-year final-salary schemes in their host force may be offered the terms and benefits of BTP’s 2007, 35-year pension scheme. Those who are protected in a 35-year final-salary scheme in their host force, either in permanent or tapered protection, may retain their protection as per their current arrangement. Those currently enrolled in the CARE scheme in their host force, or those who have left service and are therefore no longer an active member of a Home Office pension, will receive the terms and benefits offered by the BTPFSF CARE scheme.

Transferring pension benefits

The fund can usually accept a transfer of benefits from your previous pension scheme if it is approved by the Her Majesty’s Revenue and Customs (HMRC). The rules of the Fund allow transfers-in of past membership in from Home Office forces. However, such transfers need to be on a basis agreed between the Home Office and BTPA, set out in a ‘bilateral transfer agreement’. There is currently no bilateral transfer agreement in place for the BTPFSF CARE Section, so it is currently not possible for transfers to be processed or for transfer quotations to be provided.

To discuss this further, please contact the HR Business Centre on 0121 634 5630