



**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: Designing Out Crime Officer  
Department: **Crime Reduction Unit**   
Reports To: **FHQ Crime Reduction**   
Level of  
vetting RV

Current Grade: A006  
Area: Generic  
No of Posts: Various Forcewide

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

To support the British Transport Police (BTP) strategy by delivering a crime reduction service to reduce crime occurring on the railway, to reduce disruption to the railway network and to increase passenger confidence across the transport network.

To ensure that crime prevention advice is provided to industry partners and stakeholders during the design and construction phases of the railway infrastructure.

To provide specialist crime reduction advice to ensure that the risk of becoming a victim of crime on the rail transport network is reduced or prevented.

Carry out a site visit following every fatality or serious injury on the railway and make recommendations aimed at preventing future loss of life and injuries at the same location.

To provide a crime reduction response to repeat victim or vulnerable victim crime categories.

To administer the Secure Stations Scheme on behalf of the Department for Transport (DfT) and Safer Parking Scheme on behalf of the British Parking Association (BPA).

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

**Financial – Direct or Non-Direct**

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

**Any Other Statistical Data**

**REWARD**

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

**Proactively support and promote the development and implementation of crime reduction activities across the railway network.**

**Where appropriate, liaise with Network Rail (NR), Train Operating Companies (TOCs), Government agencies such as the Department for Transport (DfT), London Underground Ltd (LUL), Transport for London (TfL), statutory and public bodies and their planners, developers, architects, surveyors and engineers to provide specialist advice, guidance and promote the provision of crime reduction and prevention measures within designs for buildings and other environmental developments.**

**In support of reducing overall crime, develop and carry out community crime reduction activities and events. Market and advocate these services to Network Rail, Train Operating Companies, London Underground, Transport for London and other relevant stakeholders.**

**Carry out a site visit following every fatality or serious injury on the railway and make recommendations aimed at preventing future loss of life and injuries at the same location.**

**Maintain a thorough and up-to-date knowledge of research, policy guidelines, legislation, new products and techniques impacting on crime reduction and prevention, including protective security design measures and innovations in environmental and building design, community safety, planning and construction.**

**Research and prepare detailed reports and supporting media where appropriate, including surveys, briefing papers, meeting minutes and other responses to requests for information or advice from internal and external stakeholders or customers.**

**Work with industry partners to promote and manage the Secure Stations Scheme and Safer Parking Scheme. Share best practice to continuously strive to improve the safety and security of the railway environment for its customers and stakeholders.**

**Prepare and deliver presentations to relevant audiences and construction professionals within the railway industry to increase their awareness of crime prevention and reduction issues and solutions.**

**Maintain accurate records of work and recommendations in accordance with British Transport Police Crime Reduction Policy.**

**Promote and comply with the British Transport Police policies on equality and health and safety, both in the delivery of service and the treatment of others.**

**Be responsible for improving your performance by participating in the annual Right Track process.**

**Carry out other such duties as required which are consistent with the nature, responsibilities and grading of the post.**

**E. DECISION MAKING:**

**Make decisions**

**Conduct risk assessments in order to provide proportionate responses and recommendations.**

**Significant say in decisions**

**Provide authoritative advice to external stakeholders on crime prevention and reduction initiatives, strategies and tactics.**

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

**Internal**

British Transport Police officers and staff at varying levels of rank and grade consistent with the role of the Designing Out Crime Officer (DOCO).

**External**

Other police forces and agencies, Network Rail (NR), Train Operating Companies (TOCs), Freight Operating Companies (FOCs), other rail industry stakeholders (including but not not limited to the Department for Transport (DfT), London Underground Ltd (LUL), Transport for London (TfL), Rail Delivery Group (RDG)), statutory and public bodies and their planners, developers, architects, surveyors.

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

**Essential Criteria:**

**Qualifications and Training:**

Willing to undertake the residential training courses in Crime Reduction and Crime Prevention Through Environmental Design (CPTED).

**Experience:**

Proven ability to negotiate, influence and develop strong working relationships both internally and externally.

**Skills:**

Strong written and verbal communication skills, including the ability to deliver persuasive presentations to varied technical, professional and non-technical audiences.

Ability to research, interpret, analyse complex information and to compile and provide succinct oral and written reports containing relevant recommendations.

Good time management skills.

Proven ability to work as part of a successful team, and the ability to work autonomously, without close supervision.

Computer literate and proficient in MS Word, Excel and Powerpoint.

**Knowledge:**

Good understanding of diversity and the legislative requirements incumbent on a public sector body with regards to service provision and health and safety.

**Desired Criteria:**

**Qualifications and Training:**

**Membership, part-qualification or working towards qualification of a professional body relevant to planning, architecture, surveying, building or engineering.**

**Formal qualifications in crime prevention and/or security risk assessment and research techniques.**

**Knowledge of the National Intelligence Model.**

**Experience:**

**Previous experience in crime prevention and reduction, with a proven record of problem-solving and partnership working.**

**Skills:**

**Ability to interpret plans, architectural and engineering drawings.**

**A full and clean driving licence is beneficial.**

**Knowledge:**

**An awareness of railway industry practices including role of Government and Local Authorities.**

**Thorough knowledge of current legislation impacting on planning, community safety and designing out crime and Data Protection legislation.**

**Good working knowledge of crime prevention methods, equipment, trends and security-related issues.**

- 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 to 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 Reduction and Crime Prevention Through Environmental Design Courses.**

**I. AUTHORISATION DETAILS**

Prepared By: Charlotte de Brito

Date: 31/07/17

Area Commander

/FHQ HoD:

Date:

**REWARD**