



# **Candidate Information Pack**

## **Transferees and Re-joiner Constables**

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# Section One

Role & Eligibility

## **ROLE PROFILE**

**Rank:** Detective Constable  
**Locations:** London (Camden NW1), Birmingham, Darlington, Exeter, Liverpool, Manchester, Newcastle, Nottingham  
**Reports to:** Detective Sergeant

## **Purpose of the Role**

To conduct reactive confiscation investigations and undertake the preparation and submission of evidence pertaining to the confiscation process. To assist in proactive enquiries by providing specialist advice and support to members of the Force, including the correlation of financial intelligence and obtaining restraint orders. To be involved in cash seizure cases as required.

## **Main Duties**

- To work with specific responsibilities as defined by the Financial Investigator supervisor to assist in all aspects of criminal investigation work involving financial lines of enquiry.
- Identify parties holding relevant material, prepare documentation and attend court to obtain court orders under the Proceeds of Crime Act 2002, ensuring compliance with relevant codes of practice. Serve authorities / court orders upon relevant organisations / individuals, procure documentation / exhibits in accordance with force policy and current legislation and to provide advice to Police officers in the obtaining of Court order under the PACE.
- Identify all material required from all available sources, developing and presenting that information in an accurate and comprehensive financial statement, under the relevant legislation for use in Confiscation proceedings at court, and attend court to give evidence when required.
- Prepare and maintain detailed schedules of all material / exhibits gathered in the course of an investigation. Produce schedules of appropriately classified material for use in court proceedings.
- Prepare legal documentation and assist the Crown Prosecution Service in accordance with local agreements in relation to the obtaining of Restraint Orders under the appropriate legislation.
- Monitor and manage an individual workload, to meet each target date, for the preparation of reports and submission of documentation and assist in achieving divisional targets for confiscation orders and values.
- Assist Area in the proactive enquiries into financial disclosures disseminated from the Economic Crime Unit or as part of Area investigations.
- Undertake the role of Financial Investigation Liaison Officer to specialist departments and Areas providing support, assistance, training and advice to encourage the use of money laundering & confiscation proceedings in tackling crime. This will include providing a local NCA-approved point of contact with the Financial Sector for Bank enquiries

## **Essential Eligibility Criteria**

- Substantive in the rank of Constable or above
- PIP 2 qualified Detective
- Previous experience conducting investigations in a financial environment
- Qualified in financial investigation and accredited by NCA
- Full UK Driving License
- Successful completion of probationary period as Student Officer
- 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.

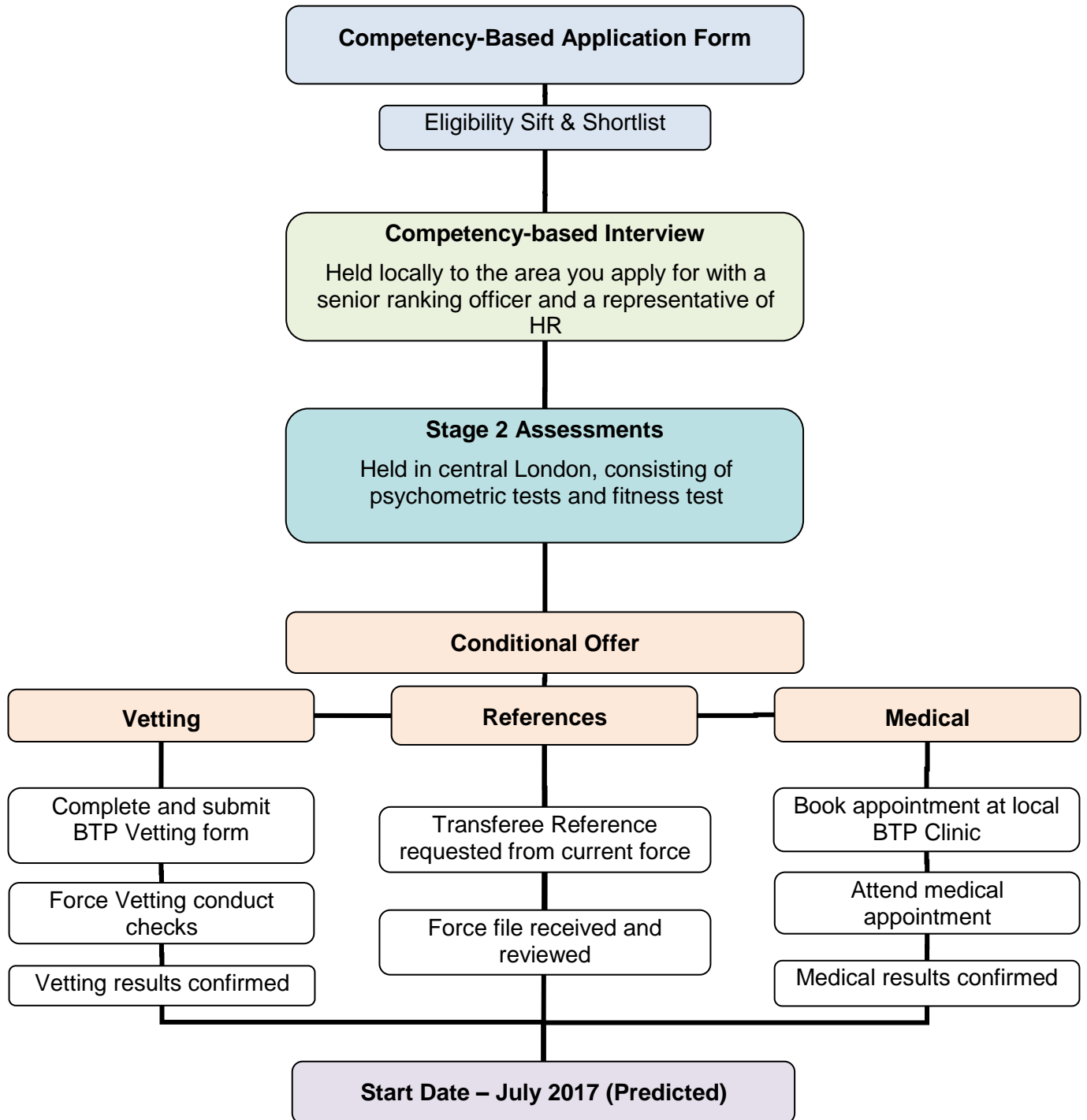


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# Section Two

## The Recruitment Process

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## Competency-based Application and Interview

The BTP recruitment process uses competency-based assessments measured using the competencies of the Policing Professional Framework (PPF).

All competency-based questions used throughout this process are therefore scored against the following competencies and indicators:

### Serving the public

Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Understands the expectations, changing needs and concerns of different communities, and strives to address them. Builds public confidence by talking with people in local communities to explore their viewpoints and break down barriers between them and the police. Understands the impact and benefits of policing for different communities, and identifies the best way to deliver services to them. Works in partnership with other agencies to deliver the best possible overall service to the public.

### Openness to change

Positive about change, adapting rapidly to different ways of working and putting effort into making them work. Flexible and open to alternative approaches to solving problems. Finds better, more cost-effective ways to do things, making suggestions for change and putting forward ideas for improvement. Takes an innovative and creative approach to solving problems.

### Service delivery

Understands the organisation's objectives and priorities, and how own work fits into these. Plans and organises tasks effectively, taking a structured and methodical approach to achieving outcomes. Manages multiple tasks effectively by thinking things through in advance, prioritising and managing time well. Focuses on the outcomes to be achieved, working quickly and accurately and seeking guidance when appropriate.

### Professionalism

Acts with integrity, in line with the values and ethical standards of the Police Service. Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations. Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required. Upholds professional standards, acting honestly and ethically, and challenges unprofessional conduct or discriminatory behaviour. Asks for and acts on feedback, learning from experience and developing own professional skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required.

### Decision making

Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options before making clear, timely, justifiable decisions. Reviews decisions in the light of new information and changing circumstances. Balances risks, costs and benefits, thinking about the wider impact of decisions. Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest.

### Working with others

Works co-operatively with others to get things done, willingly giving help and support to colleagues. Is approachable, developing positive working relationships. Explains things well, focusing on the key points and talking to people using language they understand. Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively. Persuades people by stressing the benefits of a particular approach, keeps them informed of progress and manages their expectations. Is courteous, polite and considerate, showing empathy and compassion. Deals with people as individuals and addresses their specific needs and concerns. Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances.



# 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:

For officers in service prior to 01<sup>st</sup> April 2013

Pay Point	Basic Salary
2	£28,586.36
3	£30,330.63
4	£31,285.45
5	£32,289.23
6	£33,210.38
7	£34,030.54
8	£35,126.12
9	£37,249.97
10	£38,002.81

For officers new in service from 01<sup>st</sup> April 2013

Pay point	Basic Salary
0	£19,772.60
1	£22,894.10
2	£23,931.55
3	£24,975.11
4	£26,015.61
5	£28,096.61
6	£32,289.23
7	£38,002.81

Please note that additional location-based allowances are payable to locations as follows:

- London      £2372pa London Weighting and £4338pa London Allowance
- Birmingham    No additional allowances
- Darlington    No additional allowances
- Exeter        No additional allowances
- Liverpool      No additional allowances
- Manchester    No additional allowances
- Newcastle     No additional allowances
- Nottingham    No additional allowances

## **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*