BRITISH TRANSPORT POLICE

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:	Governance Audit & Compliance Officer	Current Grade:	A00/6
Department:	Governance	Area:	B Division
Reports To:	Governance Process Manager	No of Posts:	1
Level of vetting:	MV	Post Number:	

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

To support the Head of Governance and Governance Process Manager with the auditing of processes that are considered to be high risk in terms of employee non-compliance, producing data reports that highlight areas for further interrogation.

Assist with the day-to-day running of the B Division Governance Department, ensuring that complaint and misconduct investigation timelines are adhered to and relevant systems are updated, provide support around the implementation of a standard of corporate governance for Property Stores and assist with monitoring the security of information and records retention across the Division.

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

B Division has a total headcount of 2,164 employees. This is broken down into 1523 police officers, 384 police staff and 257 PCSOs.

Approximately 200 local complaint investigations and 30 Level 1 panels to be handled per year across the Division.

A minimum of 120 Property Store audits will need to be undertaken annually across the Division

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

Design and implement a series of reports that will provide the Head of Governance and B Division Governance Board with accurate employee information on subjects that are considered to high risk in terms of employee non-compliance, such as overtime, expenses, mileage etc.

Undertake research, analyse data and draft regular reports to the Head of Governance and B Division Governance Board highlighting areas of risk or subjects for further investigation. Interrogating BTP core systems of ORIGIN and Command & Control, Payroll and operate Business Information data models to undertake:

- Data audit and create exception reports
- Data inconsistency investigations
- Trend analysis

Understand and interpret requests for information from the Head of Governace, B Division Governance Board and B Division Senior Management Team and compile appropriate reports through the accurate and timely evaluation of data from various BTP systems.

Assist with collating progress updates from Investigating Officers (IOs) in relation to any cases they have been assigned, updating the relevant systems accordingly (e.g. Centurion). Maintaining a focus in relation to statutory and internal timescales and working to ensure that IOs adhere to these, escalating any potential issues to the Governance Process Manager where appropriate.

Assist with the implementation of a programme of recordable quarterly audits of the B Division property stores, attending and taking part in the audit process when required. Collating updates in relation to the implementation of recommendations as a result of internal and external audits, providing the Governance Process Manager with regular progress reports.

Assist with the implementation of a process for monitoring and auditing record retention, Information Security and Cycmopa compliance across B Division attending and taking part in audit processes as required. Highlighting any compliance issues and collating progress updates in relation to any recommendations for change that are made and reporting on these updates to the Governance Process Manager.

E.   DECISION MAKING:

Make decisions

The post holder will be responsible for deciding what data is accurate, identifying inconsistencies of data and rectifying reports accordingly.

Significant say in decisions

Provision of reports will have influential well argued recommendations which the post holder will be required to explain and justify.

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

Internal

LU Duty planners, LU HR, Budget Holders, Other L Area managers, All other Finance and Business Information department members, ORIGIN support team, HRBC.

External

TfL Finance.

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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 associated field, which contains a substantial amount of research and/or analysis.

Experience:

Experienced in research and analysis with ability to interrogate, develop and interpret data. Able to effectively display the result of analysis using a range of IT software, including charts, maps and graphs.

Experience of presenting reports and data findings to a varied audience, both informally and formally with the ability to confidently justify the findings and any recommendations being made.

Experience of building and manipulating reports and large spreadsheets to allow for the data contained to be able to be easily digested by the end user.

Skills:

Highly advanced research and analytical skills evidenced either through work experience or educational background.

Excellent written and verbal communication skills. Applicants must be able to demonstrate that they have highly advanced skills in effectively producing a range of types of reports to a varied audience - this experience to be gained through extensive work experience or through studying for a degree.

Ability to work as part of a team and on own initiative. Able to liaise with internal and external contacts to establish and develop a two-way exchange of intelligence/information and analysis.

High levels of personal integrity and discretion are required for this role and the post holders are subject to Management Vetting.

Proven problem solving and creative thinking skills. The applicant must be able to evidence the ability to think outside the box and come up with new and innovative solutions to problems.

Excellent prioritising skills to manage time and workload. The post holder must be able to evidence effective project management skills and the ability to manage an exceptionally demanding and heavy workload.

Self motivated and maintain a flexible approach towards working hours and practices to meet operational demands

Knowledge:

Trained and extensive experience in using Microsoft Office applications and the using different databases.

Knowledge of data extract applications and Financial Reporting.

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Desired Criteria:

Qualifications and Training:

Experience:

Skills:

Knowledge:

Knowledge of Oracle HR applications, Cedar Duty Management System, Oracle Discoverer, Business Objects, Relational database structures, SQL programming

Knowledge and understanding of BTP Standard Operating Procedures.

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.*

I. **AUTHORISATION DETAILS**

Prepared By:	Miranda Smith and Ron Wainer	Date:	February 2014
Area Commander /FHQ HoD:		Date:	
Evaluation Panel:		Date:	

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