

Appointment of Assistant Chief Constable

Information about the
appointment and candidate
brief

August 2015

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British Transport Police Authority's current Policing Plan and the Strategic Plan 2013-19 are available on the website at: <http://btpa.police.uk/publications>

Letter from the Deputy Chairman

Thank you for seeking information about this appointment. I hope you find the following will excite your interest.

We are currently recruiting a new Assistant Chief Constable.

The reputation of British Transport Police (BTP) with its stakeholders nationwide has never been higher. Crime on the railway continues to fall; detection rates have sharply increased and continue to improve. All in all there have been significant performance improvements – some of which are dramatic – over the past four years. BTP has much to be proud of, which is a glowing testament to the leadership that BTP has been given and the dedication and commitment of its senior team, as well as its officers and staff.

The changes to the senior leadership come at an important time as we are in the first year of implementing our new Strategy and a new operating model that will significantly change our command structure and the way we operate. I am very much looking forward to the new Assistant Chief Constable joining the BTP and making a major contribution to the achievement of the demanding objectives we have set ourselves.

I hope what follows will encourage you to apply. There are tough challenges ahead in spite of past success so this job will be demanding. The Authority will be looking for someone with drive and energy to work with them. If you think you have the commitment, dedication and leadership to take BTP forward, I will be pleased to hear from you.

Yours sincerely

Brian Phillpott
Deputy Chairman

How to apply

You are asked to submit your application by way of a CV and supporting statement. Your supporting statement should demonstrate you have the key qualities and attributes outlined in the knowledge, skills and experience section on page 10. The evidence provided must be specific and focused on your personal involvement, experience and actions. A personal statement outlining your motivation for the role should also form part of the supporting statement.

On submission of your application we request that where available you include the following documents, in addition to the CV and supporting statement:

- Senior Police National Assessment Centre Report
- Strategic Command Course Report
- Reference from your current Chief Constable
- Performance Development Review Reports whilst serving in the rank of chief officer
- Completed Equal Opportunities Monitoring Form (this is voluntary)

All applicants will be informed of the outcome of their application. Applicants successful at the short-listing stage will be invited to an assessment day followed by a final panel interview in central London in late September, early October 2015.

For an informal discussion or if you want to know more about the role of the Force or the Police Authority, please contact **Andrew Figgures**, Chief Executive, on 020 7383 7708.

Applications should be sent as follows:

By email to: iggi.falcon@btp.pnn.police.uk
By post to: Iggi Falcon
British Transport Police Authority
The Forum, 5th Floor North
74-80 Camden Street
London
NW1 0EG

The closing date for applications is **13 September 2015**.

Email applications are encouraged. If you have any questions about the application process please contact **Iggi Falcon** on 020 7387 3810.

Background information for candidates

British Transport Police Authority

The Authority was established by the Railways and Transport Safety Act 2003 and became operational on 1 July 2004. The Authority's primary statutory purpose is to secure the maintenance of an efficient and effective police force for the railways in England, Scotland and Wales.

The Authority is comprised of 15 Members drawn from the key stakeholder groups, all appointed by the Secretary of State for Transport.

The 2003 Act sets out the statutory powers and responsibilities of the Authority, which are to:

- Secure the maintenance of an efficient and effective police force known as the British Transport Police
- Ensure the efficient and effective policing of the railways
- Appoint the Chief Constable, Deputy Chief Constable, Assistant Chief Constables and their staff equivalents
- Appoint the Chief Executive and Treasurer to the Authority
- Enter into Police Service Agreements with railway operators
- Employ police constables and civilian employees
- Regulate the government, administration and conditions of service of those employed by the Authority in the service of the police force
- Set a strategy for policing the railway
- Set objectives for the policing of the railway
- Issue an annual Railways Policing Plan
- Set the budget of expected income and expenditure for policing the railways each year, defray the expenses and recover the cost

A Triennial Review of BTPA reported in 2014 that the Authority performs a necessary function and overall compliance with good practice is good. There have been a number of reviews of BTP since 2001, all of which have been unanimous in their conclusions; that BTP is efficient and effective in providing a specialised policing service for the railway and should be kept as a separate police force.

British Transport Police

BTP operates within a commercial environment. As such, understanding the needs and pressures facing the railway industry – including railway passengers, commercial railway operators and their employees – is crucial. Success requires effective partnership with the rail industry and other forces.

Following a major investment programme from 2004 to 2009 the BTP budget has had two standstill years (2011/12 and 2012/13) followed by a 1.8% increase in cash terms in 2013/14. This has been in response to austerity measures but more specifically the Department for Transport's Rail Command Paper published in March 2012, and its subsequent High Level Output Statement (HLOS), which have launched a period of fundamental reform to the way the rail industry works. Government has directed the industry to improve service reliability at the same time as catering for continued high levels of passenger and freight growth, delivering major infrastructure modernisation schemes, and making radical improvements in efficiency. The Command Paper set a cost reduction target of £2.5 billion for the rail industry by 2018/19; the Government's HLOS for Control Period 5 describes average passenger traffic growth of 16% by April 2019; and freight growth of 23% over the same period. The Mayor of London's Transport Strategy to 2020 also forecasts significant growth in rail passenger journeys on the heavy rail, tube and tram networks within and around the capital.

As the dedicated and specialist railway police force, BTP has an important part to play in delivering this future vision for rail. BTP's activities in combating crime help reduce disruption to services and make the railway more attractive and safer for passengers and staff. As such, BTP can make a significant contribution to the industry's ambition for rail to become the transport mode of choice. However, the extent of the role depends on BTP continuing to demonstrate that it is the most effective and efficient body to exercise policing functions across the national network in both its statutory and non-statutory tasks. This led to the large scale review of the operating model referred to in the Chairman's letter.

The current Medium Term Financial Plan (MTFP) sets the direction to 2019 and commits to increases remaining within the Retail Price Index (RPI) envelope. BTP's 2015/16 annual gross revenue budget is £299.7 million. The BTP is funded by the freight and train operating companies, Network Rail, Transport for London and some smaller operators. The executive team is based at its headquarters in London but BTP itself covers the rail network throughout England, Wales and Scotland.

BTP currently has 2971 officers, 243 specials, 1609 civilian staff and 323 Police Community Support Officers (PCSOs).

The current Chief Officers of British Transport Police are:

- **Chief Constable:** Paul Crowther OBE
- **Deputy Chief Constable:** Adrian Hanstock
- **Assistant Chief Constable B Division & Operations:** Mark Newton
- **Assistant Chief Constable C Division & Crime:** Stephen Thomas
QPM
- **Director of Capability & Resources:** Simon Downey OBE

A description of current responsibilities is set out on page 8.

The Authority welcomes applications from candidates with relevant experience from a variety of backgrounds as all ACC roles and responsibilities may change at the discretion of the Chief Constable in consultation with the Authority.

Job description and person specification

Post title: Assistant Chief Constable

Accountable to: Chief Constable

The post-holder in conjunction with the other ACCs, will be jointly responsible for operational delivery of the challenging Strategy, which has been developed with the Police Authority, to achieve at least 20% reduction in crime, 20% less disruption and 10% increase in passenger confidence by 2018/19.

An understanding of the commercial and operational imperative in which the BTP operates is essential for the post-holder, in addition to the skills and competences of a Home Office ACC. A risk-based approach in partnership with industry, balanced against the integrity of the office of constable, is required to keep the railways running and to ensure passengers and freight travel safely.

Accountabilities

1. Provide outstanding personal leadership.
2. To drive the delivery of the Strategy and Policing Plan, and the overall performance of BTP.
3. Promote and develop BTP through the establishment and maintenance of effective working relationships with all key stakeholders in partnership with the Authority, covering rail industry, passenger groups, rail staff, Passenger Transport Executives (PTEs), Policing UK and Government.
4. Ensure compliance with Government and Authority controls.
5. Command and direct operational policing matters on behalf of the Chief Constable wherever necessary and perform the duties of other chief officers as required.
6. To be available on a 24 hour basis to deal with any operational or other matters requiring attention, including rapid decision making on bomb threat categorisation matters and to advise the railways accordingly.
7. To sit, as necessary, on promotion, and appointment boards and where appropriate make recommendations to the Chief Constable on promotion and appointments within BTP.
8. To Chair, as appropriate, disciplinary boards.
9. To undertake other duties as required by the Chief Constable.

Knowledge, skills and experience

Essential

1. *Transformational leadership* – previous experience as a transformational leader at Assistant Chief Constable or Chief Superintendent level and ability to demonstrate successful implementation of change programmes.
2. *Strategic clarity* – experience in setting and implementing organisational vision and mission with a focus on long-term capability with all activities directly or indirectly contributing towards the strategy.
3. *Commercial awareness* – an appreciation of the commercial imperatives that drive the rail industry such that these are supported by operational outcomes whilst demonstrating value for money.
4. *Communication skills* – persuasive and collegiate approach to problem solving with the ability to work with commercial operators and other stakeholders. Ability to work alongside the Authority Chair and Members as the public face of the organisation.
5. *Governance* – an understanding of governance requirements in a public sector organisation, including sound financial and risk management. Working within statute and policy and challenging non-compliance.
6. *Resource focus* – experience of developing and implementing people strategy and succession planning arrangements to ensure the Force's capability to meet current and future needs. The ability to operate within a tight budget.
7. *Results focus* – evidence of delivery focus and implementation of robust finance and performance management regimes.
8. *Management Information* – ability to ensure performance information is clear, consistent and comparable, in order to drive continuous improvements.

Desirable

1. *Strategic Command Course* - it is seen as advantageous for candidates to have successfully completed, or be scheduled to complete, the Strategic Command Course (College of Policing or Scottish Police College).
2. *Senior Police National Assessment Centre (PNAC)* – In order to be eligible to apply for national chief officer posts it is necessary to have successfully completed PNAC. This is a pre-requisite for the Strategic Command Course.

3. *Continuous professional development* - a graduate or post graduate qualification or the ability to demonstrate continuous professional development.

Remuneration package

Salary

The starting salary will be £95,640 with the opportunity to rise to £107,976, in accordance with the ACC salary scale as agreed by the Senior Salaries Review Board. Where the successful candidate is a substantive ACC the Authority will match their current spine point.

This will be a permanent appointment and will be subject to a 6 month probationary period. The role is based in London but will include the requirement to visit BTP's operational areas throughout the country.

There will be an annual appraisal of the Assistant Chief Constable's performance conducted by the Chief Constable.

Allowances - check these

In accordance with Police Regulations the Assistant Chief Constable will receive annually:

- London Allowance of £4,388 or £1,011 if in receipt of housing/rent allowance
- London Weighting of £2,348

Benefits - check these

Taxable benefits include:

- An annual car allowance of £7,249
- Family Healthcare Insurance

Other benefits include:

- 42 days annual leave (totalling 6 weeks leave)
- Home to work standard class rail travel on production of warrant card within a 70 mile radius of London
- Payment for the membership of CPOSA and associated insurance

Pension

Those in the Home Office 30 year scheme

Following the closure of the Police Pension Scheme 1987 to new members from 1 April 2006, the analogous scheme under the British Transport Police Superannuation Fund (BTPSF) did likewise. The reciprocity between the schemes ended on 1 April 2006. Therefore, any person transferring between the Home Office and BTP with fewer than 30 years reckonable

service will be auto-enrolled into BTP's 35 year officer scheme established in 2007.

Those who have completed 30 years in a pension scheme

Any person who has already completed 30 years in a Home Office Force will be auto-enrolled into the Authority's Staff Scheme.

A high level summary of each of these schemes is provided in Annexes A&B respectively.

The Authority will engage a suitably qualified pension consultant to provide independent pension advice to the successful candidate.

Appointment process

The timetable for shortlisting and interviews will be as follows:

Short listing to take place: w/c 14 September 2015

Assessment and interviews to take place: late September, early October 2015

Shortlisted candidates will be asked to submit the name of a further referee who may be contacted in advance of the final panel interview. At this stage shortlisted candidates will be given the opportunity of informal discussions with the **Chief Executive and Chief Constable** to give them a closer understanding of the role and its context.

Shortlisted candidates will be asked to participate in an assessment process, which will be designed to obtain evidence of fit against the required specification. This will be followed by a formal interview. Both stages will take place in central London. The finalised dates will be notified to applicants as soon as possible.

The selection panel will be chaired by **Brian Phillpott**, Deputy Chairman of the British Transport Police Authority. Other panel members will be:

- two **Authority Members**; and
- the **Chief Constable**.

Andrew Figgures, Chief Executive to the Police Authority, will be in attendance.

The appointment is subject to ministerial approval.

Equal opportunities

BTP is an equal opportunities employer and is determined to ensure that:

- The workforce reflects the diverse community which it serves and that the working environment is free from any form of harassment, intimidation, bullying or victimisation;
- No job applicant or employee is treated more or less favourably on the grounds of gender, sexual orientation, age, marital status, race, colour, nationality, ethnic or national origins, creed, religion or disability;
- No job applicant or employee is disadvantaged by conditions or requirements which cannot be justified by the requirements of the job.

Data protection

Any data about you will be held in secure conditions with access restricted to those who need it in connection with dealing with your application and the selection process. Data may be used for the purposes of monitoring the effectiveness of the recruitment process but in these circumstances all data will be kept anonymous. The equal opportunities monitoring form is used for monitoring the selection process only. If you do not wish to have these details recorded please return the form uncompleted. If you are unsuccessful, personal details relating to your application will be destroyed after 6 months.

Pre-employment checks

The successful candidate will be subject to the satisfactory completion of pre-appointment enquiries including vetting and references, before an appointment can be offered formally. The successful candidate will be required to sign a contract with the Authority before taking up appointment.

Travel costs

There are no arrangements for the reimbursement of travel costs.

Annex A: British Transport Police Force Superannuation Fund - Benefit level 2007: summarised structure

The following is a brief summary of the benefits and contribution rates payable under the British Transport Police Force Superannuation Fund (BTPFSF) 2007 Benefit Level.

This summary is only a broad summary of the key features of the fund. Any entitlement to benefits from the fund is governed by the trust deed, not this summary.

Description	Benefit calculation
Contributions	Based on Basic Pay plus London Weighting (if applicable) at 1 November each year. Contributions are revised each 1 January.
Member Contribution Rate	The member's contribution rate is currently 12%.
Employer Contribution rate	1.5 Times the contribution rate for members, plus any additional lump sums due under the Schedule of Contributions.
Contribution Rate Reviews	Contributions rates will be reviewed every three years after each actuarial valuation. The next valuation will be as at 31 December 2015. Any contribution changes usually happen 12 to 18 months after the valuation date.
Pension	This is based on the average Basic Pay plus London Weighting in the last 12 months' service.
Lump Sum	This is based on the average Basic Pay plus London Weighting in the last 12 months' service.
Normal Retirement age	Age 55 (in service). With less than 35 years' service at age 55 an officer may continue to contribute and accrue benefits. Age 65 (on leaving service before taking benefits)
Pension at Retirement Fraction per year of service (proportion for days)	$1/70^{\text{th}}$
Lump Sum at Retirement Fraction per year of service (proportion for days)	$4/70^{\text{th}}$

Ill Health Pension	<p>There are two levels after completion of 5 years of qualifying service:</p> <p>a) If the officer is incapable of performing any duties, as a Police Officer or otherwise, the pension earned to date is enhanced by one half of future potential service to age 55 up to a maximum of 35 years' membership. The additional pension may be suspended if the officer recovers sufficiently to be able to take up full-time regular employment.</p> <p>b) If the officer is unable to perform their duties as a Police Officer, but is considered fit enough to perform other duties, they will receive an immediate un-enhanced pension.</p> <p>In addition to any ill-health pension, a lump sum of 4 times the amount of pension is payable.</p>
Death in Service Payment	Four times Pay
Dependant's pension (upon death in service)	<p>After two years' service a pension of one half of the pension that would have been payable had the officer been granted an enhanced incapacity pension.</p> <p>Pensions would be payable to cohabiting, non-married, (including same-sex) partners.</p> <p>Pensions are also payable to dependent children until they reach age 18, age 23 if they are in full time education, or for life if they are mentally or physically handicapped.</p>
Dependant's pension (after leaving service)	<p>A pension of one half of the member's basic pension.</p> <p>Pensions would be payable to cohabiting, non-married (including same sex) partners.</p> <p>Pensions are also payable to dependent children until they reach age 18, age 23 if they are in full time education, or for life if they are mentally or physically handicapped.</p>

<p>Benefits on leaving service (including leaving under redundancy with lump sum compensation)</p>	<p>If more than two years' membership:</p> <ul style="list-style-type: none"> • Pension and lump sum are payable at age 65 based on service and salary at date of leaving. Benefits are increased before and after retirement as described below. <p>If less than two years membership:</p> <ul style="list-style-type: none"> • Refund of contributions (less tax and other deductions) or a transfer payment provided three months' service have been completed.
<p>Increases in benefits after you have left service or after your pension has started.</p>	<p>As determined by the Pensions Increase Act 1971, which currently refers to increases in line with the Consumer Price Index each September.</p>
<p>Additional Voluntary Contributions</p>	<p>Additional Voluntary Contributions (AVCs) allow a member to provide for increased benefits at retirement.</p> <p>The fund's AVC arrangement is called AVC Extra which allows flexibility to choose:</p> <ul style="list-style-type: none"> • how much to contribute; • where to invest your contributions; • when to start making contributions; and • when to stop contributing.

Annex B: British Transport Police Staff Scheme - summarised structure

The following is a brief summary of the benefits and contribution rates currently payable under the Railways Pension Scheme – British Transport Police Section.

This summary is only a broad summary of the key features of the fund. Any entitlement to benefits from the scheme is governed by the trust deed & rules, not this summary.

Description	Benefit calculation
Contributions	Based on Basic Pay plus London Weighting (if applicable) at 1 April each year less one-and-a-half times the basic state pension. Contributions are revised each 1 July.
Member Contribution Rate	The member's contribution rate is currently 10.06%.
Employer Contribution rate	One-and-a-half times the member contribution rate, plus any additional lump sums due under the Schedule of Contributions.
Contribution Rate Reviews	Contributions rates will be reviewed every three years after each actuarial valuation. The next valuation will be as at 31 December 2013. Any contribution changes usually happen 18 months after the valuation date.
Pension	This is based on the average Basic Pay plus London Weighting, less one-and-a-half times the basic state pension in the last 12 months' service.
Lump Sum	This is based on the average Basic Pay plus London Weighting in the last 12 months' service.
Normal Retirement age	Age 60
Pension at Retirement Fraction per year of service (proportion for days)	1/60 th
Lump Sum at Retirement Fraction per year of service (proportion for days)	1/40 th
Ill Health Pension	After 5 years of qualifying service, if the member is incapable of performing any duties [as a Police Officer or otherwise] the pension earned to date is enhanced by the lesser of 10 years and number of years of potential service to age 60, up to a maximum of 40 years' membership. The additional pension may be suspended if the member recovers sufficiently to be able to take up full-time regular employment.
Death in Service Payment	Four times Pay

<p>Dependant's pension (upon death in service)</p>	<p>A pension of one half of the pension that would have been payable had the member been granted an incapacity pension.</p> <p>Pensions would be payable to cohabiting, non-married (including same sex) partners.</p> <p>Pensions are also payable to dependent children until they reach age 18, age 23 if they are in full time education, or for life if they are mentally or physically handicapped.</p>
<p>Dependant's pension (after leaving service)</p>	<p>A pension of one half of the member's basic pension.</p> <p>Pensions would be payable to cohabiting, non-married (including same sex) partners.</p> <p>Pensions are also payable to dependent children until they reach age 18, age 23 if they are in full time education, or for life if they are mentally or physically handicapped.</p>
<p>Benefits on leaving service (including leaving under redundancy with lump sum compensation)</p>	<p>If more than one month's membership:</p> <ul style="list-style-type: none"> • Pension and lump sum are payable at age 60 based on service and salary at date of leaving. Benefits are increased before and after retirement as described below. <p>If less than one month's membership:</p> <ul style="list-style-type: none"> • Refund of contributions (less tax and other deductions).
<p>Increases in benefits after you have left service or after your pension has started.</p>	<p>As determined by the Pensions Increase Act 1971, which currently refers to increases in line with the Consumer Price Index each September.</p>
<p>Additional Voluntary Contributions</p>	<p>Additional Voluntary Contributions (AVCs) allow a member to provide for increased benefits at retirement.</p> <p>The scheme's AVC arrangements are called BRASS and AVC Extra which allow flexibility to choose:</p> <ul style="list-style-type: none"> • how much to contribute; • where to invest contributions; • when to start making contributions; and • when to stop contributing.