

## Job Description

<b>A Post Details</b>	
Job Title: <b>Head of Governance, Risk and Compliance</b>	Grade: C002
Department: Deputy Chief Constable (DCC) Portfolio	Division: Select Division A Division
Reports to: Deputy Chief Constable	Contract Type: Select Contract Type Permanent
Level of Vetting: <b>Management Vetting</b>	Numbers in Post: 1
Welsh language required <b>No</b>	
<b>B Purpose of the Post</b>	
<p>The purpose of the post is to lead and manage a Governance, Risk and Compliance capability that delivers and sustains:</p> <ul style="list-style-type: none"> <li>• An Audit &amp; Assurance function, with responsibility for conducting and commissioning internal audits and inspections and external assurance activity to ensure that corporate standards, governance, external best practice and legal requirements for business areas are being met, fostering a culture of continuous improvement and escalating to chief officers using a risk-based approach.</li> <li>• An effective risk management function and process across BTP providing expert advice and support to leaders and decision makers.</li> <li>• A Force Crime &amp; Incident Registrar team that ensures that crime and incident audits are led and managed effectively ensuring BTP is compliant with national standards and provides professional advice and direction on crime and incident recording matters to internal stakeholders and BTPA.</li> </ul> <p>This is a critical leadership role within BTP and a standing Force Executive Board (FEB) member that will have a particular focus on fusing all these critical functions to enable successful outcomes across the wider DCC portfolio and force. The governance, risk and compliance arena is complex, distributed, diverse and with significant responsibilities and accountabilities. They will be a trusted and impartial adviser to the Chief Constable (CC) and Deputy Chief Constable (DCC), Chief Officers and an internal member of multiple senior leader boards and forums.</p>	
<b>C Dimensions of the Post</b>	
<p>Financial:</p> <p>Budget:</p> <p>Direct – Letter of Delegation authority for £50K</p> <p>Indirect - HMIC Inspections - £60K pa, held by British Transport Police Authority (BTPA)</p> <p>Indirect – GIAA Audit Plan - £100K pa, held by British Transport Police Authority (BTPA)</p> <p>Indirect – External project/programme assurance – no set budget, to be bid for as part of project business cases</p> <p>Staff Responsibilities – First Line management for 1 x Audit &amp; Inspection Lead, 1 x Risk Management Lead; 1 x Force Crime &amp; Incident Registrar</p> <p>Second Line Management for 12 x Audit Managers, 1 x Senior Crime &amp; Incident Registrar, 32 x Crime &amp; Incident Auditors</p> <p>Meaningful and frequent engagement with over 100 senior leaders pan England, Scotland and Wales both internal and external.</p>	

Any Other Statistical Data:

BTP is a national organisation with approximately 4,800 Officers and Staff and over 100 premises across Force Headquarters and three Divisions.

BTP is a Non-Departmental Public Body.

Her Majesty's Inspectorate of Constabulary (HMICFRS) Inspections.: approximately two per annum

DfT Internal Audits: at least quarterly on specific items.

Delivery of regular project assurance information to ARAC, ARIC, SROs and COG as required.

## D Principal Accountabilities

To be the Head of Profession for Governance, Risk and Compliance at BTP, setting out the standards by which these critical functions and their activity will be conducted at BTP and providing advice, support and guidance to the governance, risk and compliance stakeholders across the force.

- To develop, implement and maintain a Strategic Assurance Framework, in accordance with industry, policing and business standards, best practice and legislation, to enable British Transport Police (BTP) to meet all its legal requirements and obligations to demonstrate a robust assurance approach to internal and external stakeholders.
- To ensure that the required information and reports are provided to the Audit, Risk, Inspection & Compliance (ARIC) Board in a timely manner, identifying those areas where there is greater risk and ensuring these are prioritised for review and escalated where required, to ultimately reduce any risk to the force.
- To attend BTPA's ARAC to report on audit and inspection activity and highlight areas of risk and how this is being managed to provide them with assurance.
- To ensure that audits, inspections and assurance activity are led and managed effectively by the Audit and Inspection team. This includes ensuring full and appropriate pre- and post-briefings and professional advice for the CC, DCC and other Senior Officers and managers, including conducting and presenting of gap analyses of potential risks, carrying out quality assurance on audit and inspection reports and project management reporting for the implementation of recommendations, actions and areas for improvement identified.
- To ensure that crime & incident audits are led and managed effectively by the Force Crime & Incident Registrar and team. This includes ensuring independent strategic guidance is provided to the DCC on National Crime Recording Standard (NCRS), Home Office Counting Rules for Recorded Crime (HOCR), Scottish Crime Recording Standard (SCRS) and the National Standard for Incident Recording (NSIR) and providing professional advice and direction on crime and incident recording matters to internal stakeholders and BTPA.
- To ensure the Risk Management Strategy and Guidance is maintained effectively by the Risk Management Lead, including embedding the joint BTP/A Risk Appetite Statements and Risk Tolerance Approach and providing strategic risk management advice to senior leaders.
- To monitor all areas for improvement identified and report progress to the BTP ARIC Board ensuring that risks are minimised.
- To lead the wider engagement with the BTPA, HMICFRS, DfT Internal Auditors, GIAA in relation to ensuring the force is prepared for inspections.

- To chair the SME audit and inspection quarterly meeting to identify cross-force non-compliance and good practice and identify risks to escalate to ARIC.
- To ensure the timely preparation and completion of the yearly Management Assurance Return, including quality assurance, liaison with the BTPA's Finance Director and CEO as well as the presentation and agreement of the statement at the ARIC Board, prior to sign-off by the Force Executive Board and the CC/DCC.
- To lead the independent assurance for project audits and Gateway Reviews, where required, to ensure that they are being managed as effectively as possible, building on any learning to drive improvements to the project and portfolio management as a whole, by sourcing external expertise.
- Responsibility for promoting an inclusive culture and working environment.
- Demonstrate the Forces values.

## E Decision Making

Make decisions:

Strategic and operational decisions balanced with value for money, risk appetite and delivery of objectives - and be accountable for results.

Significant say in decisions:

Determination of BTP's Audit and Inspection Strategy and annual inspection programmes. Development of action plans for the implementation of audit and inspection recommendations.

Agree the content of the annual Crime Audit Plan, in conjunction with the Integrity & Compliance Board, ensuring compliance with Home Office Counting Rules / National Crime Recording Standards.

Agree and quality assure the content of the Management Assurance Return prior to submission to the ARIC / Force Executive Board / BTPA and ultimately the DfT.

## F Contact with Others

Internal:

CC, DCC, Chief Officers and Officers and Staff at all ranks/grades, including staff representatives - providing professional advice and direction on audit and inspection matters, including pre- and post-briefing and resolving potential risks and gaps in available information, processes or procedures.

External:

BTPA Executive - liaison in relation to HMICFRS inspections and audits, twice yearly Management Assurance Return and responses to stakeholder requirements.

HMICFRS, DfT Internal Auditors, other Forces and other regulatory and professional bodies - agreeing audit and inspection programmes and events, facilitating inspections, exchanging information on best practice, reviewing, agreeing and implementing audit reports and recommendations

Home Office Forces and Police Scotland.

Representation of BTP at external meetings as required.

## G Essential Criteria

Qualifications and Training:

<p>Member, Chartered Institute of Internal Auditors (IIA).</p> <p>IA Certificate (post-graduate) and/or Degree in Business Management, Auditing or a related topic</p> <p>Degree.</p> <p>Accredited training in project and programme management and / or risk management</p>
<p><b>Experience:</b></p> <p>Excellent interpersonal and communication skills in Welsh <b>No</b></p>
<p>Extensive senior leadership and management experience, ideally within a Blue Light service/ Category 1 responder or equivalent.</p> <p>Extensive managerial experience in business systems and processes</p> <p>In-depth understanding of current audit and inspection methodologies that are utilised within a policing environment.</p> <p>Proven track record of providing advice and support to management and staff in a geographically dispersed organisation with a shift-based, operational workforce.</p> <p>Experience of managing teams of people.</p> <p>Experience in successfully challenging business or operational priorities in a fast-moving environment.</p> <p>Experience of undertaking audits / assurance activity and utilising these to highlight areas of concern or make recommendations for change.</p> <p>Significant experience of leadership and delivery of large scale programmes that significantly contribute to strategic objectives.</p> <p>Experience of conducting project/programme Gateway Reviews</p>
<p><b>Skills:</b></p> <p>Excellent interpersonal and communication skills in Welsh <b>No</b></p>
<p>Excellent oral and written communication skills with the ability to display a high degree of integrity, tact and diplomacy to persuade authoritatively and negotiate effectively with external providers and agencies (BTPA, HMICFRS and DfT Internal Auditors) and engender trust and confidence at senior management level</p> <p>Ability to use analytical techniques in the decision making process to make bold but robust decisions concerning project outcomes.</p> <p>Ability to persuade and influence others to change behaviour patterns to promote the use of project management disciplines.</p> <p>Self-motivated with the ability to work under pressure while producing high quality work.</p> <p>Good interpersonal skills and the ability to work effectively as part of a team.</p> <p>Ability to analyse and respond to external developments and identify issues clearly and speedily.</p> <p>Proven problem solving and creative thinking skills. The applicant must be able to evidence the ability to think outside of the box and come up with new and innovative solutions to problems.</p> <p>Prioritisation skills to manage time and workload. The post holder must be able to evidence managing a demanding workload.</p> <p>Writing succinct and pertinent reports for a wide variety of audiences.</p> <p>Strong leadership, presentation and public speaking skills</p>
<p><b>Knowledge:</b></p>
<p>Good working knowledge of the Microsoft Office suite, especially Word and Excel.</p> <p>Experience or good working knowledge of policing working practices.</p> <p>Knowledge and understanding of the rail industry and geography in England, Wales and Scotland.</p> <p>Knowledge and understanding of audit and inspection best practice methods.</p> <p>Knowledge of project management disciplines.</p>

**H Additional Information**

Although the role is based in central London and will generally work normal office hours (2 office days a week minimum), the post holder may need to demonstrate some flexibility in this area. The post holder may be involved in auditing or other departmental activities, which may be outside of London, some of which may require an overnight stay

**For Panel to complete only:**

**Line Manager Approval:** Deputy Chief Constable

**Panel Approval:** Jodie Childs

**Date:**24/11/2025