

Job Description

A Post Details	
Job Title: Estates Assurance Manager	Grade: B004
Department: Estates	Division: A Division
Reports to: Intelligent Client TFM	Contract Type: Permanent
Level of Vetting: MV	Numbers in Post: 1
B Purpose of the Post	
<p>The Estates Assurance Manager leads the assurance and compliance function within the Estates team, ensuring all estate-related activities—including financial management, contracts, and service delivery—meet statutory, regulatory, and contractual obligations. Acting as a key interface between the Intelligent Client (TFM) function and operational delivery, the postholder provides oversight, assurance, and performance management across the estate portfolio.</p> <p>The role is responsible for managing a small team and working collaboratively with internal stakeholders and external suppliers to uphold high standards of service, mitigate risk, and drive continuous improvement. It also provides a comprehensive view of property-related financial commitments—including rent, rates, utilities, and facilities management—for commercial landlords, Network Rail, TfL, and PSA contracts. This enables informed, data-driven decision-making across the estate.</p>	
C Dimensions of the Post	
<p>Direct reports: approximately 2 staff (includes Contract Advisor and Estates Administrator)</p> <p>Financial –Direct or Non-Direct:</p> <p>Indirect influence over TFM contract and the Estates budget, ensuring compliance and value for money across contracts and procurement activities.</p> <p>Indirect responsibility for revenue expenditure on property and estates non-property costs, including rates, rent and other regularly recurring costs. The post holder will have responsibilities for budgeting, forecasting, monitoring expenditure.</p> <p>Any Other Statistical Data</p> <p>Oversight of assurance activities across a portfolio of around 145 police stations and HQ buildings. Responsible for developing and maintaining performance dashboards, compliance reports, and assurance frameworks.</p>	
D Principal Accountabilities	
<p>Management & Assurance</p> <ul style="list-style-type: none"> • Provide assurance on supplier performance through KPI analysis, financial compliance, and service delivery monitoring. • Support the Intelligent Client (TFM) in contract governance, risk management, and performance improvement. • Conduct assurance visits across the estate and produce reports with actionable recommendations. • Oversee Estates financial operations, managing a small team to ensure robust financial governance, including invoice processing, supplier liaison, and forecasting via the Finance Tracker. • Monitor BAU and TFM financial performance and support annual budget development in collaboration with the Finance Business Partner. • Influence Estates operations and projects through data-driven insights and strategic recommendations. 	

Contracts Management – TFM and Forcewide Services

- Provide operational oversight of key Estates contracts, including TFM and forcewide services (e.g., DX courier, franking).
- Ensure contract compliance, performance monitoring, and value-for-money delivery.
- Manage smaller service contracts to ensure continuity and alignment with organisational needs.

Finance

- Lead the Contract Advisor and Estates Administrator in delivering financial and administrative support.
- Ensure timely invoice processing, coding, and supplier query resolution in line with payment schedules.
- Monitor Estates financial performance using the Finance Tracker and support quarterly forecasting and MTFP budget preparation.
- Liaise with internal stakeholders (Finance, Procurement, Legal) and external partners (suppliers, auditors) to ensure effective contract and compliance management

Estates Governance and Reporting

- Coordinate governance and reporting activities, including Estates Board agendas, paper circulation, and SLT business case reviews.
- Prepare documentation for BTPA sign-off and ensure compliance with DfT reporting requirements (e.g., SofTE, SAMP).
- Maintain accurate property data on the InSite database and support national benchmarking (NPEG) through data provision.
- Ensure timely and accurate reporting to senior management and governance boards.

Lease Management

- Coordinate governance and reporting activities, including Estates Board agendas, paper circulation, and SLT business case reviews.
- Prepare documentation for BTPA sign-off and ensure compliance with DfT reporting requirements (e.g., SofTE, SAMP).
- Maintain accurate property data on the InSite database and support national benchmarking (NPEG) through data provision.
- Ensure timely and accurate reporting to senior management and governance boards.

E Decision Making

Make Decisions:

- Develop and implement assurance processes and schedules.
- Prioritise assurance activities based on risk and operational impact.
- Review compliance reports and escalate issues as necessary.

Significant Say in Decisions:

- Influence estates strategy and investment planning through assurance insights. (Making sure that the decisions made about property and facilities (like where to invest, what to improve, or how to manage risks) are informed by reliable evidence and oversight processes.
- Shape supplier performance management and contract compliance frameworks.
- Contribute to procurement and contract variation decisions based on assurance findings.

F Contact with Others
<p>Internal</p> <ul style="list-style-type: none"> • Directly report to the Intelligent Client TFM. Interact with Estates Team. • Communicate with other Heads of Departments / Senior police officers and managers, Budget Holders, All police and staff within BTP. • Present project proposals to senior stakeholders within BTP and externally as required <p>External</p> <p>External consultants, external companies, external customers and public bodies including key stakeholders in the rail industry and law enforcement. Includes Network Rail, Train Operating Companies, TfL (including Pfl), GLA, Professional Institutions, External Consultants, Contractors and Suppliers, Department for Transport, Cabinet Office including Office of Government Property and the Government Property Agency, Home Office, Local Authorities and other Regulatory Bodies, including other Police Forces and the National Police Estates Group (NPEG).</p>
G Essential Criteria
<p>Qualifications and Training:</p> <ul style="list-style-type: none"> • Degree or equivalent experience in estates, facilities management, compliance, or a related field.
<p>Experience:</p> <ul style="list-style-type: none"> • Proven experience in estates or facilities assurance, compliance, or contract management. • Experience managing staff and leading assurance or audit functions. • Understanding of statutory compliance in estates. • Experience working with suppliers and managing performance frameworks.
<p>Skills:</p> <ul style="list-style-type: none"> • Excellent analytical and reporting skills, with the ability to interpret complex data. • Strong leadership and interpersonal skills. • High level of verbal and written communication. • Ability to manage multiple priorities and work under pressure. • Proficient in Microsoft Office and estates-related systems (e.g., CAFM, E-procurement).
<p>Knowledge:</p> <ul style="list-style-type: none"> • Knowledge of public sector procurement and estates management. • Understanding of health and safety legislation and compliance frameworks. • Familiarity with performance management and assurance methodologies.
H Additional Information
<p>This role is suitable for the post holder to be based throughout England, Scotland or Wales. BTP is a national Force and the role will require travel as needed.</p>
<p>For Policy & Reward to complete only:</p> <p>Panel Approval: (this will only be signed off once the job has gone through the Job Evaluation Panel)</p> <p>Date:27/05/2025</p>