



# OCCUPATIONAL HEALTH CANDIDATE PACK

**Recruitment  
Information Pack**

**Protect every journey**





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## Foreword

Policing is truly a job like no other. I have never had a day where I have questioned my choice of career, in fact the opposite is true in that every day I reflect how fortunate I am to be a police officer and how proud I am of policing. As you read through this information pack, I hope that you can imagine yourself in the shoes of those you read about, and what it might be like to be exposed to the everyday highs and lows that frontline policing brings. Most importantly please reflect on the positive impact and difference you will be able to make to many people, and the fantastic teams you will work with.

BTP is without doubt an incredibly unique police force that faces challenges rarely seen in modern policing. Since joining BTP myself, I have been struck by the specialist nature of our work – including public protection, counter terrorism and responding to incidents so often against a time pressure, where we strive to reduce delays and disruption to the rail network across three countries. I am so proud of the way our people pull together with such professionalism, expertise and compassion. As a force, BTP has a real ‘family’ feeling to it.

Our policing priorities lay on the forefront of public demand. I have been humbled to see how our people rise to the evolving challenge and the outstanding work our officers and staff carry out every day to prevent crime, protect the public and keep the railway safe.

As the Chief Constable, it is clear to me that BTP is a force that cares about the people it serves and strives to work with its communities, with a greater understanding of what they need from us. Now, more than ever, it is so important that we understand these needs and perspectives, as well as working hard to be a modern and inclusive organisation. We must be representative of the public we service, so I would urge those of you from an underrepresented group who might be reading this to consider joining BTP, as those who share your experiences must see themselves on the other side of the badge to help us build trust and legitimacy with local communities.

A career in BTP will offer you the opportunity to reach your potential through diverse and fulfilling roles, providing the excitement and satisfaction that you’ve been a part of something that makes a real difference to people’s lives.

Throughout my career in policing, I can look back at what I have done to prevent criminality and protect people from harm with great pride and know many others who feel the same – it is a feeling I would love for you to have one day.

I will take this opportunity to thank you for your interest in joining us and to wish you the very best of luck in your application.

**Lucy D’Orsi**  
*Chief Constable*









## **British Transport Police: Who we are and what we do.**

We are a specialized police force that ensures the safety and security of the travelling public daily. The railways are an integral part of Britain's community, commerce, and industry, and our mission is to ensure that they function smoothly, efficiently, and safely. Our duties include protecting and policing over 10,000 miles of track, 3,000 railway stations and depots, and various railway systems, such as the London Underground, the Docklands Light Railway, the Midland Metro Tram System, the Croydon Tramlink, the Sunderland Metro, and the Glasgow Subway.

We are responsible for moving and safeguarding around six million people every day. In addition, we also provide security for major events like sports matches, concerts, and demonstrations, and have previously helped police the Birmingham Commonwealth Games in 2022, demonstrating our ability to handle large-scale events.

Our officers and staff are trained to the highest standards, and we pride ourselves on delivering services to the highest possible standards while providing a friendly, open, and engaging style. We are constantly looking for ways to improve our effectiveness and deliver value for money to the public. One of the main things people notice about us is the way we go out of our way to help those in distress, ensuring that everyone feels safe and welcome.





## Guardians of The Railway

Guardians of the Railway is our purpose. Who we will be and what we will do. It guides the priorities at the heart of our strategy and will be delivered through six strategic objectives.

By being bold and working together to seize the opportunities ahead of us, we will deliver a safe and reliable network for all.

### Our Vision:

A world leading police force trusted to provide a safe and reliable railway.

**Our Mission:** Working together to protect the rail community, creating a hostile environment for crime.

**Our Values:** Our organisational DNA. They inform every decision we make and action we take. We co-designed them together as an organisation in 2021.

- We are proud to protect
- We care
- We do the right thing
- We strive to be better every day
- We are one BTP

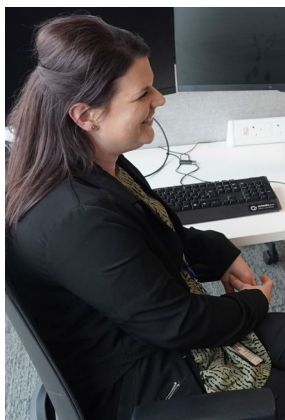
Find out more about our values and what they mean to our people [here](#)

### Our Strategic Objectives:

- Crime prevention and safeguarding to reduce the likelihood of people coming to harm on the railways
- Target our specialist policing efforts to ensure fewer victims of the most harmful crime
- Innovate and collaborate with our partners to reduce disruption
- Earn the trust and confidence of passengers and rail staff to defeat criminality together
- Generate value for money through technology and sustainable investments, adapting to meet the future
- Build a modern and inclusive Force where our people are well-equipped, well-led, well-cared for and reflect the best of our communities

We'll achieve this all through taking Our Journey of transformation through our Force on the Move portfolio of change.





## A Force on the Move

Force on the Move is our ambition to increase our sphere of influence in rail and beyond, so we're recognised for the specialist skills we bring to the table and the value we add. It's ambitious yet achievable, audacious yet sound, with four priority areas to guide us in the right direction:

- Focused on the future
- Pioneering a new generation of partnerships
- Optimising service delivery
- Building a modern and inclusive workforce

Our journey of transformation through the Force on the Move portfolio will support the achievement of this ambition and will see £100m of investment over five years across ten innovative programmes and more than 100 projects.

BTP will be adopting new tools, applications, policies and processes that will enable our people to deliver an even better public service, provide a modern and inclusive place to work and achieve corporate social responsibility and net carbon zero ambitions.

A Force on the Move will include projects spanning the length and breadth of our business, from new technologies and ways of working, to estates and a re-balancing of operational and support capabilities across our operating model. Our ambition is to unlock our true potential for modernising policing on the railway and to provide a first class value for money service to the public.









## **An Overview of Our Occupational Health Roles.**

### **Introduction to Occupational Health**

The Occupational Health team promote the highest level of physical, mental and social wellbeing of our employees by proactive management of the interaction between health and work.

The team deliver a full range of occupational health services across the Force including case management, health assessments and health surveillance. They provide independent, impartial advice to line managers and employees and provide assurance that our employees are fit to undertake their roles and when they are not, provide advice in returning them to work at the right time with the right support.

Occupational health also work closely with other teams across the Force such as Wellbeing, Health and Safety and HR teams to maintain the health of our workforce and ensure employees are able to undertake their role safely, effectively and without harm to themselves or others.

### **Senior Occupational Health Advisor**

As a Senior Occupational Health Advisor, you will provide leadership to a team of Occupational Health Advisors and Occupational Health Practice Nurses and be a Force-wide subject matter expert providing advice and support to line managers, employees, People Advisors and other stakeholders on all occupational health matters.

As a Senior Occupational Health Advisor, your responsibilities will include but are not limited to:

- Managing your clinical case load of complex cases; undertaking appropriate assessment and providing specialist advice and recommendations to line managers, People Advisors, employees and others as necessary.
- Working collaboratively with the Head of Occupational Health to develop, monitor and review occupational health and relevant organisational policies and procedures to ensure that they are fit for purpose and are legally compliant.
- Monitoring the quality and effectiveness of the occupational health service, identifying improvements and efficiency to ensure the service meet the needs of the organisation.





### **Occupational Health Advisor**

As an Occupational Health Advisor, you will deliver a full range of occupational health services across the Force including case management, fitness for task medicals, health surveillance and supporting our Wellbeing services across regional sites.

As an Occupational Health Advisor, your responsibilities will include but are not limited to:

- Delivering case management, health assessments and health surveillance activities and using evidence-based knowledge to interpret results to provide expert opinion on fitness for work and where necessary, identify recommendations and adjustments.
- Providing impartial, professional expert advice and guidance to line managers and employees on fitness for work/tasks, sickness absence, workplace and environment risk assessments.
- Educating managers in meeting their responsibilities in respect of employee wellbeing through attendance at divisional and departmental meetings.

### **Occupational Health Practice Nurse**

As an Occupational Health Practice Nurse, you will support the delivery of a wide range of occupational health services across the Force. Our Occupational Health Practice Nurses are qualified Nurses registered with the Nursing and Midwifery Council, however, do not necessarily have prior occupational health experience. Therefore, making this role a great opportunity for those who wish to gain experience and move and develop into this area of work as we provide opportunities to undertake the relevant training to become a qualified Occupational Health Practitioner.

As an Occupational Health Practice Nurse, your responsibilities will include but are not limited to:

- With supervision by an Occupational Health Advisor, manage a caseload of employee referrals and provide evidence-based opinion and advice on fitness for work medical assessments and where necessary, provide clear recommendations for workplace adjustments to line managers or make decisions to escalate to Senior Clinicians or specialists where appropriate.
- Deputising for the Divisional Occupational Health Advisor at internal meetings such as sickness absence meetings, providing advice and guidance to line managers and employees on Occupational Health matters and processes, reporting back to the Occupational Health Advisor where appropriate.

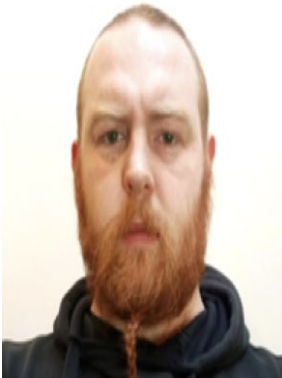




- Making observations and recommendations relating to the Force's Occupational Health service and practices to Occupational Health Advisors, Senior Occupational Health Advisors and Head of Occupational Health to enable continuous service improvement to meet the needs of our workforce.



## Testimonial



**Hear from one of our Occupational Health Practice Nurses to get a glimpse of what it's like to work in the Occupational Health team at BTP.**

BTP has a range of roles that require regular medicals to ensure that our Officers remain fit and well, but also meet the standards of health required by the Policing Standards. We also have recruits who are joining BTP either as first-time officers, Special Constables, or who are transferring from other forces, who all require assessment of their fitness to work as a Police Officer. All these elements fall under the care of the Occupational Health Practice Nurses (OHPN) who run the Medical Clinics for the force, whether that be in London, Cardiff, Liverpool, Leeds, or Glasgow.

At the start of my day, I travel to a Clinic location. I am based in Manchester but normally have a clinic in either Liverpool or Leeds, though I sometimes make the journey to Cardiff when a clinic is required there. Once I arrive on site, I will prepare the clinic room; medical devices are set up and calibrated, and any relevant consumables are prepared for the day's clinic. With my appointments booked in advance by the Occupational Health admin team, I have already had time to prepare for each officer or recruit that I see that day. Though some medicals do not include all elements, on a clinic day I will normally perform tests to assess Blood Pressure and Heart Rate, Vision, Spirometry and Audiometry.

Prior to the day of the medical the OHPNs have begun to undertake the screening of health questionnaires. This involves me talking with officers and candidates to go over details of their health questionnaires, to ensure that we have a full understanding of any declared health issues. Should issues arise at this stage, we are then able to direct the individual on how to obtain and provide further medical evidence which will allow us to better understand and assess their health alongside the screening tests undertaken at the appointment.

All medicals are recorded and information and reports for various tests are uploaded to our Occupational Health database, which I handle.

Should I not have medicals booked in a slot, the work doesn't stop. OHPNs are also responsible for the assessment of Taser forms, Police Staff health questionnaires during recruitment and other assessments such as annual Night worker assessments, all of which we also ensure are recorded and submitted forms and related documents are uploaded to our Occupational Health database.

As part of the role of Practice Nurse, my learning and development is supported by the wonderful Occupational Health team. Be it the Line Managers or the experienced Occupational Health Advisors (OHA), I have ample opportunity to discuss cases with my senior colleagues and develop my knowledge and understanding in Occupational Health, as well as look



towards opportunities such as training to become an OHA myself. With weekly team meetings, as well as one-to-one support, I feel confident in being able to grow as a professional.

**Joel Kelly**

*Occupational Health Practice Nurse*





## Why Join BTP

It's our working style that sets us apart. We foster a friendly, open, and committed culture where we extend our help to anyone in need. We work collaboratively as a team, surpassing expectations while supporting one another. We take pride in being a Force that cares about people and has a positive impact on our community. Regardless of where you work, you are a crucial part of ensuring the safety of millions of people every day.

By joining us, you can expect to gain new skills, be challenged, receive support, and make lifelong friends. We reward your ambition and drive with expert training to help you excel in your career. We provide you with the opportunity to take on more responsibility, transfer to specialist units, or develop and lead others.

We give you all the opportunities and encouragement you need to grow both personally and professionally, no matter where you see your future headed.

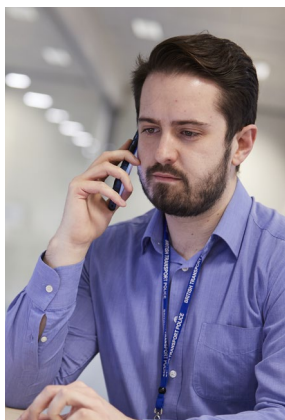
## Diversity and Inclusion

Diversity and inclusion are crucial to us at BTP. We represent the diverse communities we serve and protect. As "One BTP" across the UK, we know that diversity, inclusion, and belonging help us improve our decision-making, foster creativity, and drive innovation. So, we encourage applications from candidates from Black, Asian, and minority ethnic backgrounds, women, people with a disability, those who are neurodiverse, and persons who identify as LGBTQI+. All appointments are made based on merit.

## Pay and Benefits

We offer a competitive compensation and benefits package that includes yearly base salary increments (subject to satisfactory performance in last Performance Development Review year), working from home support to purchase suitable equipment for blended and home working, 28 days annual leave plus bank holidays per annum (increasing to 30 days annual leave plus bank holidays per annum after 5 years' service), family-friendly policies, including up to 26 weeks of paid maternity and adoption leave, salary sacrifice options for cycles, home technology, gym membership and electric vehicles, cycle to work scheme, travel on duty, season ticket loan, access to the Blue Light Card, an employee assistance programme, a dedicated wellbeing hub and flexible working arrangements.





### Career Opportunity

Here at BTP we want everyone to succeed and have a sense of belonging. Where you start your career journey with us doesn't have to be where you stay. A range of professions make up the BTP family and we provide you with opportunities to develop ourselves personally and professionally.

Whether you want to progress in your specialist area or if you want to try something new, we have a number of inclusive career development opportunities to suit your aspirations.

### Flexible Working

Whilst we do require some degree of flexibility from our staff to attend the office for business needs and to run clinics, we promote modern and flexible ways of working. If you require flexible working, we will review your request on a case-by-case basis and authorise in line with operational demands. Examples of what is possible include working compressed hours, part-time or job-sharing, thus empowering our staff to maintain a work life balance dependent on personal circumstances.

### Learning, Development and Talent Management

We offer innovative and dynamic high-quality learning and development to support our organisation in being well-equipped, well-led, well-trained, listened to, and cared for. We strive to maximise opportunities to learn and develop locally and remotely to make learning more accessible and help reduce our carbon footprint.

We want everyone to succeed and have a sense of belonging. You do not have to stay where you started your career journey with us. A range of professions make up the BTP family, and we provide you with the opportunities to develop yourself personally and professionally.

### Wellbeing, Health and Safety

We take the wellbeing, health, and safety of our people seriously. It's paramount to a vibrant and healthy organisation and underpinned by our Value, 'We Care.' We provide our people with access to a range of resources and services, including a wellbeing hub and an employee assistance programme.





### Positive action

At BTP, we take pride in being the guardians of the railway. In line with BTP's 'A Force on the Move' vision, we aim to build a modern and inclusive force where our people are well equipped, well trained, well-led, well cared for, and reflect the diverse communities we serve and protect. As a united BTP team across the UK, we understand that equality, diversity, inclusion, and a sense of belonging are essential to improve our decision-making abilities, foster creativity, and encourage innovation, allowing our people to thrive.

All our vacancies are open to everyone, and appointments are based solely on merit. We do not just look at culture fit and recruit those who only meet certain departmental criteria.

Instead, we focus on culture add and aim to recruit individuals who bring something different to the force, those who can bring about change and encourage us to become more inclusive. We achieve this by encouraging candidates from Black, Asian, and minority ethnic backgrounds, women, individuals with disabilities, those who are neurodiverse, and persons who identify as LGBTQIA+ to apply. If you possess the required skills, experience, and values that we, at BTP, pride ourselves on, we welcome you to apply.

### Carbon Footprint and Protecting the Environment

BTP is an employer who cares about the impact we have on the environment and the wider challenges of climate change, and as such we are committed to reducing our carbon footprint and achieving Net Zero Carbon (NZC) through offsetting by 2035.

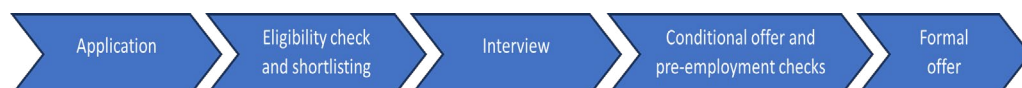








## The Recruitment Process



### Application

All applications to join us must be submitted online. The form is straightforward and predominately asks for information about your employment history and eligibility for the role. It is crucial that you provide all information truthfully and in as much detail as possible. You will be asked to submit a copy of your most recent CV usually along with a cover letter explaining your suitability for the role. Please note that we cannot offer any extensions to the application deadline for any reason.

### Eligibility Check & shortlisting

The first stage of the assessment will involve an eligibility check on all applications to ensure that all applicants meet the eligibility criteria. These criteria can be found in the “Am I eligible to work for BTP?” section. The shortlisting process will be undertaken by assessing applications against the essential criteria and principal accountabilities of the role. This process will not only focus on an applicant’s previous skills and experience but also on whether they demonstrate the potential to undertake the role.

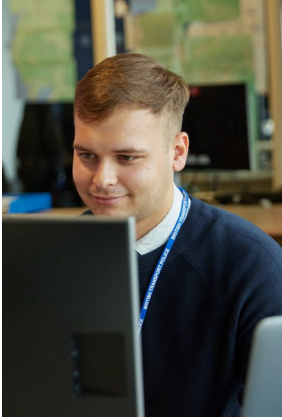
### Interview

The interview stage will be conducted either virtually or in-person. The interview usually lasts up to an hour and will consist of competency-based questions. For the Senior Occupational Health Advisor roles, candidates will be asked to complete a task ahead of the interview. For the Occupational Health Advisor roles, candidates will be asked to complete a case study task ahead of the interview. For the Occupational Health Practice Nurse roles, candidates will be asked to prepare a presentation ahead of the interview. For the competency-based questions, we encourage candidates to use the STAR technique (Situation, Task, Action, Results) to structure responses to questions. These questions focus on your past experiences and how you dealt with specific situations.

### Conditional offer and pre-employment checks

At the conditional offer stage, we will carry out all necessary pre-employment checks to ensure that you are suitable for the role. As a Police Force, it is important that we verify your eligibility to work for us. The vetting process is in place to assure the public that our staff can be trusted to work in law enforcement. The medical suitability check is to ensure that you and your





colleagues are not at any risk and to provide a safe working environment. If you require any reasonable adjustments, we will make sure to accommodate them. Finally, we will check your references for the last five years of employment to complete the pre-employment checks.

### **Formal offer**

After all the necessary pre-employment checks have been completed, you will be given a formal offer, where you will receive your offer letter and contract of employment and onboarding forms for completion.









### Am I eligible to work for BTP?

To apply for a role at British Transport Police, you must be a permanent resident of the UK with the right to live and work here. Additionally, you must have lived in the UK for the past 3 years as a minimum (this will be 5 years for some roles as it is dependant on the level of vetting clearance required for a role). The level of vetting and minimum years of UK residency required will be stated on each job advert. During your application process, you will be asked questions to confirm your eligibility for the role and it is very important that you answer them truthfully.

#### Vetting

It is crucial that we provide the highest level of service to the public, and to do so, we need to have their trust in our employees. This is why we have a rigorous vetting process to ensure that only trustworthy individuals are hired to work in our policing department. Apart from evaluating your skills and competencies, it is equally important for us to confirm your eligibility to work with us.

#### Right to work in UK

To work with the British Transport Police, you must have the legal right to live and work in the UK without any restrictions. If you are a citizen of the UK, EU or EEA, you automatically have this right. Commonwealth citizens and foreign nationals may also be eligible, but they must be able to stay in the UK permanently and work without any restrictions. Note that British Transport Police cannot support applications from those who require a visa.

#### Residency

To be eligible for consideration, all applicants must have resided in the UK for a minimum of 3 years (this will be 5 years for some roles as it is dependant on the level of vetting clearance required for a role). The level of vetting and minimum years of UK residency required will be stated on each job advert. This is necessary to conduct thorough vetting checks and applies to all applicants, regardless of their nationality. We will review any breaks in residency on a case-by-case basis, but short holidays or breaks will not affect eligibility. However, extended absences, especially those where a permanent UK address was not maintained, may impact eligibility. Please note that this requirement does not apply to individuals serving abroad in HM Forces or Government/Civil Service.

#### Convictions and Cautions

Please note the following regarding convictions and cautions:

If you have ever received a custodial sentence or have been a registered sex offender, you will not be eligible to apply.





Any other cautions, convictions, or involvement with the police must be declared during the vetting process. However, they will not necessarily bar you from employment and will be reviewed on a case-by-case basis. This applies regardless of when they occurred, the outcome, your age at the time, or whether they are deemed “spent.”

We will also require information regarding your family, close friends, or other associates. It is recommended that you consult with those whom you need to list on your vetting information to ensure that the information provided is accurate, and to advise them that these checks will be carried out.

If anything is declared or discovered, we will consider this information against criteria such as:

- The likelihood that the applicant’s performance and discharge of duty will be adversely affected e.g. through adverse pressure or a conflict of interests.
- The nature, number, and seriousness of the offences or involvement in criminal activity, and the time over which these took place.
- Whether the circumstances are likely to bring discredit to or embarrass the police service.

Honesty is crucial, and any information that should have been known and declared but was not will be taken as an attempt to hide that information from us. This could lead to failing the vetting process for that reason alone.

### Financial position

Our employees often have access to sensitive and valuable information, which makes them vulnerable to corruption. Therefore, we require applicants to be free from the pressure of unpaid debts or liabilities and to be able to manage loans and debts sensibly.

As part of our screening process, we may need to verify your financial position. We understand that most applicants have some kind of debt, such as a mortgage, student loan, personal loan, or credit/store card debt. We want to reassure you that any debt that is manageable and within your means will not disqualify you from consideration. The results of financial checks will be reviewed on a case-by-case basis, but there are certain factors that would make you ineligible to apply.

We cannot accept applications from anyone who has:

- An existing County Court Judgement (CCJ): If you previously had a CCJ but no longer do, you must be able to provide documentation to that effect.
- An unmanaged Individual Voluntary Agreement (IVA): You can have an IVA in place as it often represents a sensible way of managing debts. However, you cannot apply if you have an IVA that is unmanaged and where payments are not being made.





- Bankruptcy: You cannot apply if you are currently bankrupt or if your bankruptcy has not been discharged for at least three years.

### Open Source Checks

As part of our efforts to ensure that our staff upholds our Code of Ethics and Standards of Professional Behaviour, we perform social media checks. We request that you provide the URLs of your social media accounts, and any publicly available content will be assessed. As a potential Police Force applicant, it is expected that you:

- Use social media in a responsible and safe manner.
- Refrain from posting anything that could undermine the policing profession.
- Refrain from posting anything that could be perceived as discriminatory or abusive.

We encourage you to review your social media profiles prior to starting the application process to avoid disappointment.

### Inappropriate associations

If you have any current or previous affiliation with a group, society or individuals that may pose a conflict of interest with performing the duties of a Police Force in a fair and impartial manner, then you will not be eligible to apply. This includes political organizations and social movements that are considered disruptive or extremist, or any other group or individual whose actions, practices, or objectives are against the Police Code of Ethics.

During our vetting process, we will identify any inappropriate associations, and we expect you to declare them at the earliest opportunity in line with our code of conduct for honesty and integrity.

### Eligibility disclaimer

Please take note of the following eligibility disclaimer. We want to emphasize that honesty is always the best policy throughout your application, assessment, and vetting process. It is vital that you disclose all relevant information to us during your application and vetting process, as requested by us. Please also inform us of anything that you believe may affect your suitability to do the role.

We understand that many personal circumstances may not necessarily prevent you from joining BTP; however, we consider the failure to disclose relevant information as a deliberate omission and attempt to conceal that information from BTP. This will be viewed as a lack of honesty and integrity, and you will be permanently disqualified from joining BTP in any capacity.





## FAQs

### **Will I be subject to a probationary period?**

Your contract will specify a probationary period of either 6 or 12 months depending on the role.

### **How old to have to be to join?**

You must be 18 years old to be eligible to apply for any roles within BTP.

### **Can I apply if I have tattoos? When can I apply for other roles within BTP?**

You are not allowed to have any tattoos that may be deemed offensive.

### **If I fail the Interview at any stage, when can I re-apply?**

If you are unsuccessful at the interview, you can reapply for the same role after six months.

### **When can I apply for other roles within BTP?**

To apply for other internal opportunities, you must first complete the probationary period for your current role. You can only apply during your tenure if the Head of Department approves and emails their approval to [Recruitmentteam@btp.police.uk](mailto:Recruitmentteam@btp.police.uk) prior before the vacancy closing date.



