OFFICIAL

Job Description

A Post Details

Job Title: Estates Auditing Manager	Grade: B003
Department: Estates	Division: A Division
Reports to: Space and Design Manager	Contract Type: Permanent
Level of Vetting: MV	Numbers in Post: 1

B Purpose of the Post

The Estates Auditing Manager will create and run a holistic estates audit regime. The post holder will independently test end-to-end compliance and control across Projects and Operations, including space planning, workplace design, building/workspace management, Computer-Aided Design (CAD)/data integrity, reporting, and policy/standard adoption. They will produce root-cause analysis, evidence-based findings and corrective actions that improve and control departmental effectiveness, safety, inclusivity, value for money, and audit readiness. They will ensure alignment of BTP governance to public-sector functional standards used by Estates.

The post holder will support the delivery of a modern, safe, compliant, and cost-effective workplaces aligned to policing needs and the Estates Improvement Programme.

C Dimensions of the Post

Impact: UK-wide impact across c.140 sites; interfaces with Operations, Projects, and Business workstreams.

Budget influence: No direct budget authority; material influence via audit recommendations, quantified benefits, and tracked action plans.

Interfaces: Estates Programme Manager, Head of Estates Operations, Policies and Procedures Lead, Estates Workspace Manager, and CAD & Information Coordinator to verify policy conformance, process control, and data accuracy.

D Principal Accountabilities

1. **Audit Framework Build:** Design the estates audit methodology, audit scope, schedules, sampling plans, evidence standards, rating scales, and reporting templates from first principles.

2. **Policy & Standards Conformance:** Ensure estates activities follow approved policies and standards. To include workplace design/space standards, approvals and versioning; confirm practice matches policy intent.

3. **CAD/Computer-Aided Facility Management (CAFM) data integrity:** Audit drawing registers, version control, naming conventions and CAFM/asset data for accuracy, completeness, and timeliness post-change; verify that management information (MI) is sourced from controlled datasets.

4. **Compliance Interface:** Ensure estates processes support Health and Safety (H&S), fire safety and accessibility duties; confirm audit-ready records and evidence trails; coordinate findings with Compliance/Assurance roles.

5. **Validate Performance Data:** Validate MI/Key Performance Indicators (KPIs) i.e. occupancy, utilisation, cost per sqm, and challenge assumptions; identify efficiency/cost-avoidance opportunities and control improvements.

6. **Conduct Site Audits:** Deliver targeted reviews and divisional/site inspections; produce concise findings, risk ratings, agreed actions, and deadlines.

7. **Action Management:** Track corrective actions to closure; escalate overdue/high-risk exceptions through estates governance.

8. **Lessons Learned & Continuous Improvement:** Identify systemic issues; feed improvements into the Policies and Procedures framework and Workspace standards; measure impact.

9. **Governance Reporting:** Provide evidence-based audit reports to project boards and estates committees; support briefings for senior stakeholders and external scrutiny.

E Decision Making

Autonomous: Plan and execute audits; determine scopes, samples, ratings and recommendations.

System/process: Set audit schedules, control tests, evidence standards and action tracking rules; escalate strategic matters to the Space and Design Manager.

Budget influence: Shape investment and prioritisation via quantified recommendations and benefits cases; ensure transparent reporting to governance.

Significant say in decisions: Influence go/no-go, acceptance and prioritisation decisions at boards where audit outcomes are determinative.

F Contact with Others

Internal
- Directly report to the Space and Design Manager.
- Present project proposals to Estates Senior Leadership Team, internal and external as required.
- Inter-departmental communication with Chief Officers, Heads of Departments, and officers and staff force wide to enable the delivery of the Transformation program.
- Influence and negotiate with stakeholders to align projects with the organisation's strategic aims.
- All police officers and staff including Budget Holders.
- BTPA Members.

External
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, Transport for London (TfL) including Places for London (PfL), The Greater London Authority (GLA), Professional Institutions, External Consultants, Contractors and Suppliers, Department for Transport (DfT), 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).

G Essential Criteria

Qualifications and Training:

- Level 5 qualification or equivalent experience in a relevant field (Audit/Governance, Facilities/Workplace Management, Architecture/Design, Information Systems).

Experience:
- Designing and delivering operational audits in complex, multi-site, regulated environments; converting findings into practical corrective actions.   - Auditing CAD/data standards, document control, MI/KPI integrity, and workplace processes.   - Engagement with governance and assurance stakeholders; producing concise, actionable reports.   - Risk and issue management
Skills:
- Audit techniques (planning, sampling, evidence testing, root-cause analysis).   - Ability to manage multiple priorities concurrently.   - Clear written and verbal communication; ability to influence and secure action from stakeholders.   - Competence with MI/visualisation tools (e.g., Power BI, Excel with Power Query/Power Pivot) and working knowledge of AutoCAD/CAFM for audit purposes.   - Proficient in problem solving, lateral thinking and decision making.   - Organised with strong attention to detail.
Knowledge:
- Information governance principles and secure handling of estates data   - Workplace regulations and standards (H&S, fire safety, accessibility).

H Additional Information

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.

For Policy & Reward to complete only:
Panel Approval: Pauline Okirie
Date:06/01/2026