

Job Description

A Post Details	
Job Title: Estates Business Partner	Grade: C002
Department: Estates	Division: A Division
Reports to: Deputy Director of Estates	Contract Type: Permanent
Level of Vetting: MV	Numbers in Post: 1
B Purpose of the Post	
<p>On behalf of the Director of Estates, the Estates Business Partner is responsible for driving the strategic planning, coordination, and communication of Estates functions across British Transport Police (BTP). Acting as the primary interface between the Estates Department and the wider organisation, the postholder ensures the seamless alignment of estate strategies, plans, and operational delivery. They will engage with senior leaders at Force level meetings, Police Authority Committees, and external stakeholders to represent Estates at a Force level, influencing decision-making and overseeing flagship projects. This role integrates the intentions, planning, delivery, impact and expectations throughout business as usual, estates and facilities operations and the delivery of change and transformation. A part of this is ensuring alignment with organisational goals, delivering value through effective use of Estates data, estate utilisation, and supporting service delivery through high-quality estate solutions.</p>	
C Dimensions of the Post	
<p>Financial –Direct or Non-Direct:</p> <p>Indirect responsibility for revenue expenditure on property and estates non-property costs, including rates, rent and other regularly recurring costs plus staff overtime and exceptional manned guarding support costs, which is in the region of £16m and being the second highest cost to the Force after staffing. The post holder will have responsibilities for budgeting, forecasting, monitoring expenditure and financial authorisation in accordance with the Chief Constable’s letter of delegation.</p> <p>Indirect responsibility for direction and management of the Force Estates projects capital and revenue programme and budgets with the objective of improving the quality and standards of the Force’s estate, in the region of £5m.</p> <p>Direct responsibility for Estates Business Improvements and data driven change. Direct responsibility for overseeing standalone ‘flagship’ projects, which require multiple years of planning and execution with strategic partners, with associated costs in excess of £10m.</p> <p>Staff Responsibilities –Direct or Non-Direct:</p> <p>This role will be the primary interface between Estates and Facilities, and Divisions Commanders / Department Heads, to ensure consistent, proactive and reactive messaging resolves risks before they materialise whilst ensuring expectations are managed given funding and capacity constraints.</p> <ul style="list-style-type: none"> • Management of Direct reports between 3- 6 staff. Includes Estates Surveyor (Management of Leases), Space and Design Manager, CAD and information management, policies and procedures, etc. • Indirect reports – Indirect management of estates teams, contractors, and project-specific staff, ensuring strategic alignment across multiple workstreams • Influencing projects and estates operation colleagues by offering of data driven advice and recommendations. <p>Any Other Statistical Data</p> <p>Covering the entire UK-wide estate of British Transport Police, this role directly impacts operational efficiency, workforce wellbeing, and long-term infrastructure investment. The post will have responsibility for the effective estates planning, management and transformation of all properties within the Force (c.140 sites).</p>	

D Principal Accountabilities

- 1. Strategic Leadership & Planning:** Develop and implement estates strategies that align with BTP's operational and financial objectives, ensuring long-term sustainability and efficiency whilst integrating their development and delivery with the Force's Strategic Planning Cycle and Capability Review.
- 2. Stakeholder Engagement & Communication:** Act as the primary interface between the Estates Department and internal/external stakeholders, including senior police leadership, Police Authority Committees, and government bodies, ensuring clear and transparent communication. Ensure expectations are managed appropriately, and all relevant parties are clear on prioritisation and delivery milestones whilst identifying emerging risk from outside of the Department.
- 3. Project & Programme Management:** Oversee the planning, execution, and delivery of major estates projects, lease management and space utilisation through strategic partnerships, ensuring compliance with budget, scope, and time constraints while mitigating risks. Confidently and independently oversee delivery, escalating exceptions to the DD- Estates and COG SRO where intervention is required.
- 4. Policy & Governance Compliance:** Ensure all estates-related activities adhere to regulatory requirements, internal governance structures and delegations, and best practices in estates management, including the Cabinet Office Functional Standards and Managing Public Money.
- 5. Operational Coordination & Delivery:** Drive the integration of estates plans across multiple teams, ensuring alignment with policing requirements and operational needs, including leading on business continuity planning and execution, estates principles and obtaining minimum standards.
- 6. Issue Resolution & Prioritisation:** Accountable as the primary senior escalation point for estates-related queries from outside of the Department, managing local priorities, resolving complex challenges, preparing for COG and BTPA visits and inspections, and ensuring effective service delivery across a multi-functional estates department.
- 7. Financial Oversight & Budget Management:** Provide strategic oversight of estates budgets, ensuring effective cost control, financial forecasting, and value-for-money initiatives. Lead on the identification and articulation of efficiencies and cost avoidance, including input into the MTFP.
- 8. Representation & Advocacy:** Represent the Estates Department at key Force-level meetings, external committees, and industry led forums, advocating for estates priorities and influencing decision-making to ensure BTP is best equipped to deliver on our Estates commitments.
- 9. Continuous Improvement & Innovation:** Identify and implement opportunities for innovation in estates management, leveraging data, technology and best practices to drive efficiency and effectiveness.
- 10. Performance Management:** Oversee a Performance Management regime for Estates and Facilities services provided, including a range of performance indicators and management information in relation to both the estate and professional services which identify the impact the Department has achieved, such as the use of benchmarking as a driver and monitor for performance improvement.

<p>E Decision Making</p>
<p>Strategic Influence: The postholder makes high-impact recommendations on estates investment, risk mitigation, and project priorities.</p> <p>Autonomous Problem-Solving: Expected to independently resolve estates-related challenges, balancing competing demands and providing informed guidance to senior leadership.</p> <p>Financial & Contractual Decision-Making: Authority over estates project budgets, supplier negotiations, and contract management.</p> <p>Significant Say In Decisions The post holder will be a member of the Estates SMT and as such will have a significant say in the corporate decision-making process of the Department.</p> <p>The post holder will also be the primary contact for the Director of Corporate Development to share information with (issues reported, and briefings upwards) to ensure COG decisions are well-sourced on relevant information and sentiment.</p>
<p>F Contact with Others</p>
<p>Internal Director of Corporate Development, Deputy Director Estates, other Deputy Directors within the Directorate (Decision Support, Financial Control, Commercial, C/Supt Operational Lead), other senior managers within Finance, Commercial Services and Estates.</p> <ul style="list-style-type: none"> - Other Chief Officers and other Heads of Departments / Divisional Commanders. All police officers and staff. - Other Budget Holders - BTPA Executive and Members. <p>External 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>
<p>G Essential Criteria</p>
<p>Qualifications and Training:</p>
<ul style="list-style-type: none"> • Project & Programme Management Qualification (e.g., PRINCE2, MSP, APM) essential • Education to Degree Level (or equivalent)
<p>Experience:</p>
<ul style="list-style-type: none"> • Significant experience in estates management, construction management, and/or facilities strategy within a complex, multi-site organisation. • Demonstrated ability to manage high-value estates projects from planning to execution. • Experience working confidently and independently with senior stakeholders, board-level executives, and external partners. • Previous involvement in governance structures and policy development within a public sector or regulated environment.
<p>Skills:</p>

You will be an innovative and self-motivated person, who is dedicated to making BTP more efficient and effective. You will have a strong service oriented, can-do attitude with the ability to break activities into clear distinct sections and plans.

You will be a strong persuasive communicator, with excellent interpersonal skills, you can communicate in a clear manner, and you are able to flex your style so that it is appropriate to the audience. You will be able and willing to challenge at any level in an appropriate manner. You will be resilient and able to remain calm under pressure or in changing circumstances.

- Exceptional written and verbal communication skills, capable of influencing senior audiences and presenting complex information concisely.
- Ability to prepare reports, research and work independently.
- Strong negotiation and stakeholder management abilities, to achieve mutually beneficial outcomes within a public sector organisation.
- Excellent financial management skills, including forecasting, classification, purchasing, within an established governance framework.
- Proficient in problem-solving, lateral thinking and decision-making under pressure.
- Energetic and resilient, with the ability to work autonomously, managing competing priorities effectively.
- Strong leadership, management and people development skills, including the ability to enable clarity through matrix management.
- Highly organised, with acute attention to detail.
- Experienced in programme and project management methodology and its link to strategic planning.
- High level of political awareness and sensitivity with the ability to present to different audiences and create immediate confidence in capabilities.

Knowledge:

- Knowledge of business planning cycle in government/ public sector organisations.
- An understanding of national and local policing issues and priorities.
- An understanding of the RIBA Stages and associated considerations, expectations and governance.
- Knowledge of cultural challenges within policing, including the interface with Estates.

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:

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Date:27/05/2025