

Job Description

A Post Details	
Job Title: Estates Policies and Procedures Lead	Grade: B002
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	
<p>The Estates Policies and Procedures Lead will continuously improve the Estates policies and procedures framework from first principles. The post holder will convert strategic intent into clear, auditable policy, standard operating procedures (SOPs) and guidance that govern workplace planning, design, moves, information management, compliance and assurance across the UK-wide estate. They will ensure alignment of Estates documentation with BTP governance and public sector functional standards to enable consistent, safe, inclusive and cost-effective delivery. The post holder will act as the intelligent-client lead for policy interpretation, document control, stakeholder consultation and roll-out, ensuring estates policies, data and Computer-Aided Design (CAD) records reflect approved standards.</p> <p>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.</p>	
C Dimensions of the Post	
<p><u>Impact:</u> UK-wide impact across c.140 sites; interfaces with Operations, Projects, and Business workstreams.</p> <p><u>Budget influence:</u> No direct budget authority; significant influence through business cases and recommendations for systems, training and implementation activities.</p> <p><u>Suppliers:</u> Interaction where policies affect deliverables (e.g., furniture standards, move processes, CAD/data requirements).</p>	
D Principal Accountabilities	
<ol style="list-style-type: none"> Policy Framework Build: Design and publish the Estates policies, procedures, standards, templates and guidance from the ground up for projects, operations, covering space planning, workplace design, moves/churn, information governance (CAD/CAFM), assurance/compliance interfaces and reporting, etc. Governance Alignment: Embed alignment with BTP governance and public sector functional standards (incl. Cabinet Office Functional Standards and Managing Public Money) within estates processes and approvals. Document Control & Versioning: Establish authoritative registers, approval routes, issue/version control, review cycles and archival rules for all estates policies and technical standards; ensure drawings and data are updated only against approved change. Stakeholder Consultation: Lead structured consultation with Estates Business Partner, Programme Manager, Operations, Information Management, Technology, H&S, Security, Information Management and divisional leads; translate operational needs into clear, testable policy requirements. Compliance & Assurance Interface: Define touchpoints with Estates Compliance and Assurance functions; ensure policies are audit-ready and support health and safety, fire safety, accessibility obligations, etc. Training & Roll-out: Produce guidance packs, briefings and toolkits; deliver training to PMs and operational teams; monitor adoption and effectiveness through KPIs (e.g., policy conformance rates, audit findings closed). 	

7. **Continuous Improvement:** Run lessons-learned cycles and policy impact reviews; drive standardisation, inclusivity and sustainability within the workplace standards set.
8. **Data & CAD Requirements:** Specify mandatory data fields, naming conventions and CAD standards; set acceptance criteria for drawings, space data and CAFM records to maintain accuracy and integrity.
9. **Reporting:** Provide clear management information on policy adoption, exceptions, risks and improvement plans to estates governance forums and project boards.

E Decision Making

Autonomous problem solving: Across policy drafting, standards selection, consultation outcomes and releases within governance.

System/process decisions: Estates policy architecture, controls, KPIs and review cycles; escalate strategic issues to the Space and Design Manager.

Budget influence: Through policy-driven business cases (systems, training, implementation) and value-for-money recommendations.

Significant say in decisions: Project boards and estates committees where policy and standards determine scope, prioritisation and acceptance.

F Contact with Others

Internal

- Directly report to the Space and Design Manager.
- Present project proposals to Estates Senior Leadership Team, internal and external stakeholders 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 (Workplace/Facilities Management, Space Planning, Architecture, Design, Information Systems).

Experience:

- Proven experience creating and implementing estates policies/procedures in complex, multi-site, regulated environments.
- Engagement with governance forums and compliance stakeholders.
- Proven ability to translate organisational, departmental and operational needs into practical policy

Desirable

- Previous involvement in governance structures and policy development within a public sector or regulated environment.
- Professional membership (e.g., IWFM/BIFM, CIAT, RICS) desirable; project management certification (e.g., APM).

Skills:

- Excellent policy preparation and drafting skills.;
- Ability to manage multiple priorities.
- Proficient in problem solving, lateral thinking and decision making.
- Organised with strong attention to detail.
- Strong stakeholder engagement and influencing across internal/external audiences; clear written and verbal communication.
- Competence with AutoCAD (oversight of standards), CAFM, Excel and MI/visualisation tools to support policy monitoring.

Knowledge:

- Workplace regulations and standards (H&S, fire safety, accessibility).
- RIBA stages awareness; estates governance frameworks and public sector functional standards.
- Information governance principles and secure handling of estates data.

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