

Job Description

A Post Details		
Job Title:	B Division Central Property Store Manager	Grade: B001
Department:	Crime and Offender Management	Division: B Div Select Division
Reports to:	Inspector	Contract Type: Permanent Select Contract Type
Level of Vetting:	Management Vetting	Numbers in Post: 1
B Purpose of the Post		
<p>To manage and have responsibility for the Central Property Store at Brewery Road</p> <p>This role is as the store manager at the Divisional Central Evidence Property store based at Brewery Road Custody Islington – This is a full-time position, and an in-office role providing direct supervision of a property team, integrity of exhibits and managing a busy Exhibit property store.</p> <p>To support Divisional resources by providing specialist advice and guidance on all matters relating to Niche property procedure, evidential exhibit handling and continuity and safe handling and storage of hazardous, high value and sensitive items.</p> <p>To be responsible for the continued professional development of property office staff, and ensuring officers comply with established property management processes.</p> <p>Deal with any arising issues that cause risk(s) to reputation of the British Transport Police or affect the integrity of evidence.</p> <p>To manage and conduct property reviews and store audits, ensuring compliance with property management procedures and to ensure evidential property is managed and accounted for appropriately.</p>		
C Dimensions of the Post		
<p>Financial – Non-Direct – no direct involvement in purchasing or contractual services</p> <p>Staff Responsibilities – Direct – responsible for the first line management of 7 Property Officers within the store</p> <p>The Store manager is responsible for quality control of all audit and exhibit management of items being stored as well as the maintenance of the records.</p> <p>The store manager is responsible for conducting periodic reviews and audits of property and where concerns are identified they are to ensure these are recorded, managed and addressed with officers/staff and escalated where appropriate.</p> <p>Any Other Statistical Data</p> <p>Responsible for Store audits, performance reports, property reviews and overseeing movement, management and disposal processes.</p>		
D Principal Accountabilities		

The property store manager is responsible for the safe storage, management, handling and disposal of seized evidential property including high risk property, firearms, drugs, contaminated property, cash and high value items as well as frozen sample exhibits relating to serious crime investigations, ensuring they are stored safely and appropriately.

They are responsible for managing a team of Designated Property Officers, ensuring good governance, maintaining robust property management processes, demonstrating high levels of evidence integrity and driving professional competencies in Niche.

They are also responsible for the effective line management of the team, supporting developing and managing training and addressing performance and attendance issues if they arise.

To be responsible for implementing, managing and maintaining an effective process for the appropriate storage of evidential exhibits and property and to proactively seek improvements to service delivery.

To work closely with officers, staff, and management from different departments, providing specialist advice and guidance relating to evidential property management to ensure property standards are met and maintained. Oversee day to day functions to ensure compliance with property policy and procedure across Divisions.

The Store manager is responsible for ensuring evidential property disposal is managed appropriately and under the direction of Force Policy and practices in place.

To manage and maintain the property internal audit systems, planning and organising property review schedules as well as conducting audits/property reviews and identifying areas for improvement

They will work with the Health and Safety team to maintain a safe working environment, and that all staff are up to date with mandated safety training.

They will work with the Station Support Officer to ensure services, external contracts and facilities are fit for purpose and represent BTP within the criminal justice process, presenting evidence, when required, to the civil and criminal courts

E Decision Making

Make decisions relating to issues affecting staff performance (including UPP), welfare, development and training in line with force and departmental policy.

Allocate workloads to Divisional Property staff ensuring that priorities are met and deadlines are adhered to.

Manage workloads through re-allocation and re-prioritisation to ensure a fair distribution of tasks in keeping with individual roles.

Attend meetings with both internal and external stakeholders and contribute to strategic decisions on the use of property resources to meet the specific needs of the organization and/or individual.

Manage all requirements for staff overtime ensuring they are justified and necessary, and submitting such requests to the Chief Inspector for approval.

Make recommendations for change to B Division senior management as a result of audits of the Property Stores or record retention/information management, or the analysis of management information relating to areas considered to be high risk.

<p>To make decisions in relation to the planning and development of the facilities to ensure they are appropriate for the safe storage of property.</p> <p>Closing stores or managing any recommendations made following PSD or Governance audits.</p> <p>Recruitment and selection of new staff to vacant Property Officer positions</p> <p>Compliance with the Police & Criminal Evidence Act 1984, Evidence management policies and national standards on continuity and safe handling of hazardous and harmful items. Employment law, HR and Staff management policies.</p>
<p>F Contact with Others</p>
<p>Internal. All Policing Depts</p> <p>External Contracted service companies Other Police Forces Public (where risk assessed and appropriate)</p>
<p>G Essential Criteria</p>
<p>Qualifications and Training:</p>
<p>Educated to a minimum of BTEC/HND, and/or professional qualifications in relevant areas or relevant experience</p>
<p>Experience:</p>
<p>Leadership and line management experience, with the proven ability to both directly manage local resources and indirectly manage the compliance of out <i>based</i> resources and staff.</p> <p>Experience of designing and delivering learning initiatives, including training, briefing and coaching is an advantage</p> <p>Management within an operational or investigative environment.</p> <p>Proven ability to manage workload of staff based on conflicting operational priorities.</p>
<p>Skills:</p>
<p>Ability to present information confidently, clearly and effectively.</p> <p>Identify opportunities for improving process and efficiency and effectiveness</p> <p>Ability to manage conflicting priorities to meet deadlines by sharing and managing workloads where necessary.</p> <p>Excellent verbal and written communication skills with the ability to brief employees at all levels of the organisation</p> <p>Excellent interpersonal skills</p>

<p>Demonstrate the ability to be flexible and adapt to changing work situations and workloads</p> <p>Good time management skills with the ability to work alone or as part of a team.</p> <p>Ability to work on their own initiative, under pressure and to deadlines.</p> <p>Exceptional auditing style, with practical recommendations for change and improvement.</p> <p>Proven people management skills, working within a dynamic operational environment to achieve cooperative success.</p>
<p>Knowledge:</p>
<p>Wide knowledge of public sector/government regulatory framework.</p> <p>A good understanding of policing and the policies that underpin this service delivery</p> <p>Evidence Procedures Court Procedures Property procedures and timescales</p> <p>Computer literacy skills including Microsoft Office, Words and general database skills.</p>
<p>Desirable criteria:</p>
<p>H Additional Information</p>
<p>For Policy & Reward to complete only:</p> <p>Panel Approval: Pauline Okirie</p> <p>Date:23/05/2025</p>