



# **Bedfordshire, Cambridgeshire & Hertfordshire Inspectors Promotions Process**

## **Application Form**

January 2020

## INSTRUCTIONS FOR COMPLETION

Please ensure evidence contained within your application is specific and focused on your personal involvement, experience and actions.

The appropriateness of your application will be determined by the extent your evidence relates to the competency area being asked about and how thoroughly you respond to the competency areas.

All sections of the form need to be completed in a concise manner and must not exceed 300 words per competency area.

When deciding on the evidence to submit, it is advised for you consider the following:

- Candidates must demonstrate within their responses in the application form they are able to perform at level 2 of the Competency Values Framework (CVF).
- Competencies are looking at the approaches candidates use within the workplace and are less about *'what'* the candidate has done and more about *'how'* the candidate has done something.
- Whilst there are similarities with PPF, candidates are strongly encouraged to avoid copying examples used in previous processes. The competencies do not map straight across into CVF and there is a risk candidates may miss opportunities to demonstrate competency or the evidence they do provide.
- For each competency there is a definition, an explanation of why the competency is important and then a list of behavioural indicators, which outline how the competency may look in practice. **The indicators are not a checklist. Candidates should provide both the quality and quantity of evidence.**
- The rank candidates are applying for – does the evidence demonstrate candidates could operate successfully at the rank?
- Quality – is the evidence specific and factual? It should not be generalised comments or a list of tasks. Has the candidate demonstrated an outcome?
- Relevance – how relevant is the candidate's example to the current policing objectives in their force?
- If candidates use bullet points, ensure this has not become just a list of tasks. The panel need to understand what the candidate did, the *'how'* and the *'why'*.
- Ensure the response is well structured and concise to assist the panel to understand what you are trying to say.

**Please return your completed application form and BCH Equalities Data form by email to [promotions@bch.pnn.police.uk](mailto:promotions@bch.pnn.police.uk) by no later than midday on Sunday 26<sup>th</sup> January 2020.**



# PART ONE

## Personal Information

<b>Submission Number:</b> (for HR use only)	
<b>Name of Candidate:</b>	Click here to enter text.
<b>Are you applying for promotion or an acting opportunity?</b>	Click here to enter text.
<b>Contact Number:</b>	Work: Click here to enter text. Personal: Click here to enter text.
<b>E-mail Address:</b>	Work: Click here to enter text. Personal: Click here to enter text.
<b>Current Force:</b>	<input type="checkbox"/> Bedfordshire <input type="checkbox"/> Cambridgeshire <input type="checkbox"/> Hertfordshire <input type="checkbox"/> Other, please specify Click here to enter text.
<b>NPPF Qualification or OSPRE 2:</b> Please confirm along with the year the exam was taken	Click here to enter text.
<b>Are you applying for the Detective career pathway?</b>  <b>If yes please provide the date you completed your NIE and confirm you are PIP 2 maintained.</b>	Click here to enter text.  Date of NIE Click here to enter text.  PIP 2 accredited and maintained Click here to enter text.
<b>Reasonable Adjustments:</b>	Are there any reasonable adjustments that would need to be made at any stage of the selection process to enable you to participate?  Please be specific about the adjustments required.  <input type="checkbox"/> None <input type="checkbox"/> Yes, please specify  Click here to enter text.

## PART TWO

### Evidence

#### Take Ownership

**Please give a recent example of where you have demonstrated 'Taking Ownership' at the level required of an Inspector (Level 2).**

For your reference, examples of the competency are outlined below:

- I proactively create a culture of ownership within my areas of work and support others to display personal responsibility
- I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas
- I am accountable for the decisions my team make and the activities within our teams
- I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly
- I actively encourage and support learning within my teams and colleagues

**Please respond in no more than 300 words**

[Click here to enter text.](#)

**If your example is not from within the last two years, please explain why you have chosen to use this particular example:** [Click here to enter text.](#)

#### Deliver, Support & Inspire

**Please give a recent example of how you have 'Delivered, Supported and Inspired' others at the level required of an Inspector (Level 2).**



For your reference, examples of the competency are outlined below:

- I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context.
- I identify barriers that inhibit performance in my teams and take steps to resolve these thereby enabling others to perform.
- I lead the public and/or my colleagues, where appropriate, during incidents or through the provision of advice and support.
- I ensure the efficient use of resources to create the most value and to deliver the right impact within my areas.
- I keep track of changes in the external environment, anticipating both the short- and long-term implications for the police service.
- I motivate and inspire others to achieve their best.

**Please respond in no more than 300 words**

[Click here to enter text.](#)

**If your example is not from within the last two years, please explain why you have chosen to use this particular example:** [Click here to enter text.](#)

### Analyse Critically

**Please give a recent example of how you have conducted a 'Critical Analysis' at the level required of an Inspector (Level 2).**



For your reference, examples of the competency are outlined below:

- I ensure that the best available evidence from a wide range of sources is taken into account when making decisions.
- I think about different perspectives and motivations when reviewing information and how this may influence key points.
- I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary.
- I understand when to balance decisive action with due consideration.
- I recognise patterns, themes and connections between several and diverse sources of information and best available evidence.
- I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in so doing.
- I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics

**Please respond in no more than 300 words**

[Click here to enter text.](#)

**If your example is not from within the last two years, please explain why you have chosen to use this particular example:** [Click here to enter text.](#)

## PART THREE

### *Additional Information*



Please provide details below of any outstanding criminal investigations or disciplinary proceedings being carried out in relation to your conduct and of any previous disciplinary offences which have not been expunged.

# Line Manager Recommendation

## DECLARATION

I confirm that this application is my own work and that the evidence contained within this application is true and accurately demonstrates my own performance and does not include performance evidence of others.

Name:

Signature:

Date:

**Thank you for completing your application.**

**Please now send directly to your Line Manager so they can complete the next section prior to the deadline of midday on Sunday 26<sup>th</sup> January 2020.**

**Please note your application needs the support of both your line manager and a member of your Senior Management Team.**

## PART FIVE

### Line Manager Recommendation

Please review the following information before completing this form.

The purpose of this assessment is to give an evaluation of the candidate's performance against the Competency Values Framework (CVF) and for line managers to consider the following:

- The candidate has demonstrated they are able to perform at the required level (Level 2, Supervisor / Middle manager) across all personal qualities, as outlined within the Competency Values Framework (CVF)
- The candidate is committed to their personal development at the rank being applied for as evidenced through their My Conversation / PDR activities
- They support the candidate to be evaluated at the promotion board
- If the candidate is applying for promotion can they demonstrate they have the skills to become a Temporary Inspector and undertake the Work Based Assessment?
- If the candidate is applying for lateral transfer, can they evidence competent performance at the rank of Inspector?
- Does the candidate's evidence in their application meet the requirement of CVF level 2?

If the candidate is recommended by their line manager but they are not successful in this process, their on-going development should be supported locally.

The decision of the line manager will be reviewed by the SMT member\* who is required to quality assure that all applications meet the required standard and a fair and consistent approach is taken.

**\*The SMT may overturn the decision of the line manager.**

<i>Please select one option in each row</i>	Yes	No
Are you satisfied the candidate has taken responsibility for their own Continued Professional Development (CPD) and they are performing at the right level in their current role?	<input type="checkbox"/>	<input type="checkbox"/>
Within this application, has the candidate demonstrated they are able to perform at level 2 of CVF and the evidence in their application meets the criteria at level 2 of the Competency Values Framework?	<input type="checkbox"/>	<input type="checkbox"/>
Are you confident the officer is able to successfully evidence across all six areas of the Competency Values Framework in board conditions?	<input type="checkbox"/>	<input type="checkbox"/>
Has the officer demonstrated operational competence in their current rank?	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered no to any of the above it is suggested the candidates is directed towards the acting route to allow development through acting and 1:1 meetings and the PDR process.



**Other criteria for promotion**

Please confirm the following in relation to this candidate.

<i>Please select one option in each row</i>	<b>Yes*</b>	<b>No</b>
Does the candidate have a 'Live' Sanction from formal proceedings?	<input type="checkbox"/>	<input type="checkbox"/>
Does the candidate have a 'Live' Regulation Notice/Letter of Investigation has been given to the individual for public complaint case?	<input type="checkbox"/>	<input type="checkbox"/>
Does the candidate have a 'Live' Regulation Notice/Letter of Investigation has been given to the individual for an internal misconduct/gross misconduct case?	<input type="checkbox"/>	<input type="checkbox"/>
Does the candidate have a 'Live' restriction in place?	<input type="checkbox"/>	<input type="checkbox"/>
Is the candidate subject to a criminal investigation?	<input type="checkbox"/>	<input type="checkbox"/>
Is the candidate subject to Unsatisfactory Performance Procedures (UPP) or have a live performance improvement plan?	<input type="checkbox"/>	<input type="checkbox"/>

**\* If you have answered yes on any of the above questions you should not support this candidate for promotion. If you have any questions please contact Laura Mills (Resourcing Manager) – [laura.mills@cambs.pnn.police.uk](mailto:laura.mills@cambs.pnn.police.uk)**

Based on your assessment above, please indicate to what extent you feel this individual is ready for promotion.

***Please select one option only***

<b>Yes I support this candidate</b>	
<b>**No I do not support this candidate for progression to board however support for acting role</b>	
<b>***No I do not support this candidate</b>	

**\*\*Please note if you support the candidate for acting, their form will be assessed by the shortlisting panel. Candidates need to meet the standards of the shortlisting phase to be included on the acting list. Candidates will exit the process at the point of shortlisting and will not be put forwards to board.**

**\*\*\*If you do not support the candidate they will exit the process at this stage.**

**If you do not support this application, please confirm you have had a professional discussion with the candidate to give feedback on their application and you have plans to support them with their future development.**

[Click here to enter text.](#)

**Line Manger name:** [Click here to enter text.](#)

**Rank/Role:** [Click here to enter text.](#)

**Collar/Warrant Number:** [Click here to enter text.](#)

**Date:** [Click here to enter a date.](#)



**Force:**      Bedfordshire      ☐      Cambridgeshire      ☐  
                 Hertfordshire      ☐      Other      [Click here to enter](#)  
text.

**E-Signature:**

**Once completed, please pass the form to a member of your Senior Management Team for review and final sign off.**

# Senior Management Review & Recommendation

## PART SIX

### Senior Management Review

	Yes	No
Within this application, do you feel the candidate demonstrated they are able to perform at level 2 of CVF?	<input type="checkbox"/>	<input type="checkbox"/>
Within this application, do you feel the candidate has demonstrated the evidence in their application which meets the criteria at level 2 of the Competency Values Framework?	<input type="checkbox"/>	<input type="checkbox"/>
Are you confident the officer is able to successfully evidence across all six areas of the Competency Values Framework in board conditions?	<input type="checkbox"/>	<input type="checkbox"/>

Based on your assessment, please indicate to what extent you feel this individual is ready for promotion.

**Please select one option only;**

Yes I support this candidate	<input type="checkbox"/>
<b>**No I do not support this candidate for progression to board however support for acting role</b>	<input type="checkbox"/>
<b>***No I do not support this candidate</b>	<input type="checkbox"/>

*\*\*Please note if you support the candidate for acting, their form will be assessed by the shortlisting panel. Candidates need to meet the standards of the shortlisting phase to be included on the acting list. Candidates will exit the process at the point of shortlisting and will not be put forwards to board.*

*\*\*\*If you do not support the candidate they will exit the process at this stage.*

**Name:** [Click here to enter text.](#)

**Rank:** [Click here to enter text.](#)

**Collar/Warrant Number:** [Click here to enter text.](#)

**Date:** [Click here to enter a date.](#)

**Force:** Bedfordshire ☐ Cambridgeshire ☐  
Hertfordshire ☐ Other [Click here to enter text.](#)

**E-Signature:** [Click here to enter text.](#)

**Please email the completed form to the Resourcing team no later than midday on Sunday 26<sup>th</sup> January 2020**



**Competencies for Senior Rank – Level 2 for Inspector**

<b>Intelligent, creative and informed policing</b>
<b>Innovative and Open Minded</b>
<ul style="list-style-type: none"> <li>• I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing.</li> <li>• I am able to spot opportunities or threats which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population.</li> <li>• I am flexible in my approach, changing my plans to make sure that I have the best impact.</li> <li>• I encourage others to be creative and take appropriate risks.</li> <li>• I share my explorations and understanding of the wider internal and external environment.</li> </ul>
<b>Analyse Critically</b>
<ul style="list-style-type: none"> <li>• I ensure that the best available evidence from a wide range of sources is taken into account when making decisions.</li> <li>• I think about different perspectives and motivations when reviewing information and how this may influence key points.</li> <li>• I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary.</li> <li>• I understand when to balance decisive action with due consideration.</li> <li>• I recognise patterns, themes and connections between several and diverse sources of information and best available evidence.</li> <li>• I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in so doing.</li> <li>• I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics.</li> </ul>
<b>Inclusive, enabling and visionary leadership</b>
<b>Deliver, Support and Inspire</b>
<ul style="list-style-type: none"> <li>• I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context.</li> <li>• I identify barriers that inhibit performance in my teams and take steps to resolve these thereby enabling others to perform.</li> <li>• I lead the public and/or my colleagues, where appropriate, during incidents or through the provision of advice and support.</li> <li>• I ensure the efficient use of resources to create the most value and to deliver the right impact within my areas.</li> <li>• I keep track of changes in the external environment, anticipating both the short- and long-term implications for the police service.</li> <li>• I motivate and inspire others to achieve their best.</li> </ul>

### Collaborative

- I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions.
- I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve.
- I understand the local partnership context, helping me to use a range of tailored steps to build support.
- I work with our partners to decide who is best placed to take the lead on initiatives.
- I try to anticipate our partners' needs and take action to address these.
- I do not make assumptions. I check that our partners are getting what they need from the police service.
- I build commitment from others (including the public) to work together to deliver agreed outcomes.

### Resolute, compassionate and committed

#### Take Ownership

- I proactively create a culture of ownership within my areas of work and support others to display personal responsibility.
- I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas.
- I am accountable for the decisions my team make and the activities within our teams.
- I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly.
- I actively encourage and support learning within my teams and colleagues.

#### Emotionally Aware

- I consider the perspectives of people from a wide range of backgrounds before taking action.
- I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome.
- I promote a culture that values diversity and encourages challenge.
- I encourage reflective practice among others and take the time to support others to understand reactions and behaviours.
- I take responsibility for helping to ensure the emotional wellbeing of those in my teams.
- I take the responsibility to deal with any inappropriate behaviours.