



Superintendent Promotions Process

Candidate & Line Manager Guidance

July 2020

1.0 Introduction

Applications for Superintendent rank are being invited nationally. This document aims to provide guidance for line managers and candidates as to what the process will involve.

Candidates are strongly advised to read this guidance and to familiarise themselves with this and the application form prior to starting their application.

For any other questions or queries about the process please contact the Resourcing Team promotions@bch.pnn.police.uk in the first instance.

2.0 The Application Process

The application process is as follows:

Application Form

The first stage of the promotion process invites candidates to complete an application form. Along with providing some basic personal information, the form asks candidates to provide evidence against a combination of the personal qualities required at Superintendent rank as specified in the Competency Values Framework at level 3.

As part of the application, candidates are asked to submit evidence of their experience and achievements as well as development activities towards promotion.

Candidates will also be asked to complete their posting preferences contained in the application form. This will inform future postings in terms of role and location.

Please note, the preferences specified will be considered during the postings decision process which takes place after the promotion board, and has no impact whatsoever on whether someone is identified suitable for promotion.

Once candidates have completed their application, they should submit their application to their Head of Department. The Head of Department will be required to confirm whether they support the candidate, that the submitted information is correct, and to provide a supporting statement. Any comments they make may be considered as part of the selection process.

Where an application is not supported, this must be clear in the Head of Department section with a supporting rationale. The full form should be submitted (for purposes of transparency) and the line manager must meet with the candidate to explain why they have not supported them.

4.0 Shortlisting

All applications will be anonymised prior to shortlisting. A panel from Cambridgeshire will review the anonymised applications and agree a final score.

Where the panel cannot determine whether the evidence on the application form meets the required standard because it's borderline, the evidence on the Head of Department form may be considered in making the final determination.

Feedback from a panel member will be provided to unsuccessful candidates following the shortlisting stage. Successful candidates who continue onto the next stage will receive feedback about their performance across the whole process at the end of the process.

5.0 Occupational Personality Questionnaire (OPQ)

Candidates successful at the shortlisting stage will be invited to complete the Saville & Holdsworth Ltd (SHL) personality profile called the Occupational Personality Questionnaire (OPQ).

The OPQ measures 32 different personality traits and the questionnaire invites candidates to describe their behaviour, preferences and attitudes, in relation to different aspects of their working life, by identifying from four statements the one that is most like them, and the one least like them. No particular OPQ profile is considered as desirable or undesirable.

The OPQ will be used by the interviewing panel to support their questioning; for example, to understand candidates' leadership qualities such as self-awareness, emotional self-management and understanding of their impact on others.

6.0 Board

Candidates shortlisted at the application stage will be invited to undertake an interview, conducted by a panel from Cambridgeshire.

The board will be in two parts;

- 1) A presentation: candidates will be briefed on the presentation topic on the day and will be given time to prepare before presenting to the panel. Candidates will be assessed on presentation content in relation to competence at rank applied for as well as their presentation delivery. Following the presentation the panel will ask questions on the presentation content.
- 2) A structured, competency based interview: exploring behaviours and under-pinning values and question areas emerging from the Occupational Personality Questionnaire (OPQ) profile. Candidates should be prepared to talk about examples of how they are currently meeting the required standards for the rank and also have given thought to how they might work once promoted.

Selection

All candidates at this stage in the process will be assessed in terms of their suitability using the application form, presentation and interview. Each candidate will be identified as either;

- ready for promotion now – these candidates will be promoted to Superintendent rank as vacancies allow.
- not ready – these candidates will be considered to have development requirements before they are ready to operate at the next rank.

Evidence from the Head of Department form will be available to the interview panel and may be used to inform supplementary probing questions for candidates.

The decision on who to substantively promote will be based on local force requirements/candidate fit and preferences. Any organisational posts that remain available after the promotion process has been conducted may be fulfilled by placing individuals who have indicated their desire to achieve promotion but are not ready yet in a temporary rank as appropriate to their development plan.

7.0 Disclosure

Candidates and panel members will be asked to disclose any associations, relations, conflicts of interests that they may have in advance of shortlisting and panel sessions. The names of shortlisting panel members will be made available in advance to all candidates via email. Candidates must declare at the point of application. Disclosures must be made to the Resourcing Manager via (promotions@bch.pnn.police.uk).

Names of panel members will be emailed to all candidates successful at shortlisting stage. Panel members will be contacted and also asked to declare any associations / relations / conflicts of interests with candidates.

It is accepted that officers of a senior rank involved in selection are likely to have worked closely with candidates. Disclosure should therefore be made where there is a close personal relationship or social association, if the candidate is a direct report or if there has been any other working relationship that either party feels may be construed to give them an advantage in this process e.g. mentoring.

If you have any disclosures please e-mail the Resourcing Team (promotions@bch.pnn.police.uk).

Any disclosure will be reviewed by the Resourcing Manager with, if necessary, reference to the Chief Officer lead for the process to identify any mitigating action that may be appropriate to ensure all candidates can proceed through the process in a fair and equitable way.

8.0 Professional Standard Checks

During / at the end of the promotions process final checks (.g. vetting, PSD record review) will be carried out for all successful candidates. Candidates can only be posted on promotion if all checks are successful.

Candidates under investigation (Reg 15), may apply, however, if the candidate is successful through the process they will not be eligible to be posted on promotion until it is confirmed no formal sanction will be applied.

The final determination will be made by the local Force DCC who will make a determination on advice from PSD.

9.0 Complaints Process ** please note this falls outside of the BCH Appeals process

Candidates may only make a complaint on the following grounds;

- There is a perception that there has been discriminatory practice (in line with the Equality Act 2010)
- There is evidence of a fundamental procedural error

A complaint may be considered to be ineligible if it can be described as one or more of the following;

- The complaint is over the 7 day timescales and there are no exceptional circumstances surrounding this
- The complaint reveals no facts, evidence or circumstances which could reasonably support the complaint

Complaints must be submitted in writing to Laura Mills, Resourcing Manager (laura.mills@cambs.pnn.police.uk) **detailing the full grounds and evidence for the complaint.** Complaints must be received within seven days of the issue occurring e.g. within seven days of being notified of the shortlisting outcome or final result.

Candidates are strongly advised, where possible, to seek feedback from the panel prior to submitting any complaint as this may answer the query or resolve the concerns. However, if this causes a delay in submitting the complaint the complaint should be submitted with an indication that feedback is awaited from the panel.

Upon the receipt of a complaint, the Resourcing Manager will make an initial assessment and determination.

Substantiated complaints will be presented to the Chief Officer Lead for review and determination. Supporting documents (as appropriate) should be provided with the complaint.

Complaints which fall outside of this procedure will be referred back to the candidate.

In most cases the Chief Officer will carry out a paper based review and will consider the candidates written complaint, the process paperwork and any other relevant supporting documents.

In some cases the Chief Officer may include a discussion with the individual raising the complaint and any other parties involved. Once the Chief Officer has explored the issues raised in full the candidate will receive written communication of the outcome.

The decision of the Chief Officer is final.

10.0 Postings

This process has been designed to assess if a candidate is ready for promotion now and therefore following the selection decision, the successful candidates will be promoted to the rank of Superintendent immediately where vacancies exist, taking the following into account:

- Fitness for role – relevant skills, qualifications and experience
- Personal preference

Acting list – for internal candidates only

NB: Temporary opportunities can only be offered within an officer's home force, or in a collaborated unit (by DCC agreement).

Temporary opportunities will be filled using the acting list which will be created from supported board passed candidates who have not yet been promoted and unsuccessful candidates who were supported for the promotion process, in that order. The following additional factors will also be taken into consideration to ensure appropriate temporary posting decisions are made:

- Operational impact
- Fitness for role
- Individual development plans
- Diversity of senior teams may be considered

External Candidates

External candidates who are successful through this process will be provided with a conditional offer to transfer on promotion. This offer will be subject to pre-appointment checks being satisfactory. These checks will include medical, vetting, references, fitness test and biometrics. Only once these checks are complete will a start date be agreed.

Candidates may also be required to provide additional information at this stage including copies of PDR's, training and postings history.

11.0 Equality Act 2010

Cambridgeshire are committed to fair and equal treatment of all candidates.

Under the Equality Act 2010 employers have a duty to make reasonable adjustments to accommodate a disabled person who is at a 'substantial' disadvantage because of their disability. If a candidate requires a reasonable adjustment at any stage of the promotion process it is their responsibility to request this as early as possible.

The candidate will be asked to obtain a report/statement containing diagnosis of their disability and will also be asked to provide specific details of any reasonable adjustments that may be required at any stage of this process, seeking guidance from an appropriate specialist in their area of disability if necessary.

As the provision of reasonable adjustments will be based on the individuals needs at the specific time as well as the context and format of the proceedings, any reasonable adjustments required will be discussed and agreed with each candidate prior to each stage of the process. Any adjustments made will reflect the current situation and may not necessarily be consistent with previous provisions.

If you would like to discuss any adjustments please e-mail the Resourcing Team (promotions@bch.pnn.police.uk) in the first instance.

12.0 Exiting the process

Candidates will exit the process at any stage if they do not meet the required standard. In order to be considered again, they would need to re-apply at the next available opportunity.

13.0 Feedback

Candidates unsupported will have 1 to 1 feedback from their line manager.

1 to 1 verbal feedback will be offered by a panel member to candidates following the board stage and after shortlisting for those that exit at this point.

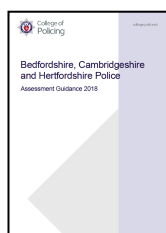
Interview notes will be made available following a feedback session with a panel member.

14.0 Key Contacts

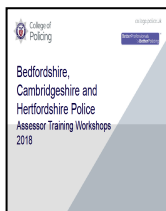
If you have any further queries, please contact the BCH Resourcing team.

- Resourcing Team promotions@bch.pnn.police.uk
- Laura Mills, Resourcing Manager laura.mills@cambs.pnn.police.uk

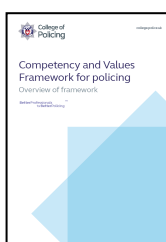
15.0 Further Information



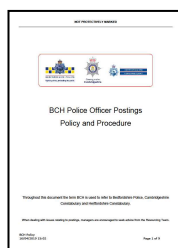
1 - College Candidate Guidance



2 - College Presentation



3 - CVF



4 – Postings Policy

16.0 Key Dates

Advert open	Tuesday 23 rd June 2020
Advert closes	Friday 24 th July 2020 at midday
Shortlisting	Friday 24 th July 2020
Interview and presentation boards	Friday 31 st July 2020