



Hertfordshire Chief Inspector Promotion Process

Candidate and Line Manager Guidance

Spring 2018

1.0 Introduction

Applications for promotion and lateral transfer to Chief Inspector ranks are being invited nationally.

This document aims to provide guidance for candidates and line managers as to what the process will involve.

2.0 Information to Candidates

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 promotions@herts.pnn.police.uk in the first instance.

3.0 The Application Process

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 Chief Inspector rank as specified in the Competency Values Framework at level 2.

Candidates are also asked to submit evidence of their experience and achievements as well as development activities towards promotion.

It is a requirement candidates to have passed the Job Related Fitness Test prior to at the point of applying for promotion.

Head of Department Recommendation Form (HOD)

Once candidates have submitted their application, their Chief Superintendent (or equivalent) will be contacted. Applicants should therefore ensure they discuss their intention to apply for their line manager and Head of Department prior to completing an application.

Following the application closing date, Heads of Department will be provided with a copy of the candidate's application form.

Heads of Department will be required to confirm whether they support the applicant, that the submitted information is correct, and to provide a supporting statement.

Where a Head of Department does not support an application, this must be clear on the form with a supporting rationale. The form should be submitted to the Promotions team (for purposes of transparency) and the Head of Department must meet with the applicant to explain why they have not supported them. Please return forms to promotions@hert.pnn.police.uk

6.0 Candidate Postings Preference Form

Each candidate should also complete a candidate postings preference form and return this to the Promotions team when submitting their application. There is no guarantee successful candidates will be posted in line with their preferences.

7.0 Shortlisting

All applications will be anonymised prior to shortlisting whereby a panel will review the anonymised applications.

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

8.0 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). Candidates who have completed an OPQ in the last two years will not be required to complete a further profile.

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.

9.0 Interview & Presentation

Candidates shortlisted at the application stage will be invited to undertake a presentation and interview, conducted by a representative panel. There will be one panel assessing both the presentation and interview elements.

The interview will be in two parts;

- 1) A presentation where 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 the Competency Values Framework (CVF) as well as their presentation delivery. Following the presentation the panel will ask questions on the presentation content.

- 2) A structured, competency based interview that explores 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 interview candidates will be assessed in terms of their suitability on their presentation and interview.

Each candidate will be identified as either;

- Ready for promotion now – these candidates will be promoted to Chief Inspector 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.

The decision on who to substantively promote will be based on force requirements/candidate fit and preferences. Any 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.

5.0 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 on the Promotion intranet page. Candidates must declare at the point of application. Disclosers must be made to promotions@herts.pnn.police.uk.

Names of panel members will be emailed to all candidates who were 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 applicants. Disclosure should therefore be made where there is a close personal relationship or social association, if the applicant 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 Promotions@herts.pnn.police.uk Any disclosure will be reviewed by a senior HR Manager with, if necessary, reference to the Director of HR 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.

11.0 Professional Standards Check and Vetting

At the end of the promotions process final checks will be carried out for all successful candidates. Candidates can only be posted on promotion if all checks are successful.

If you are under investigation (Reg 15), you may apply, however you need to be aware if you are successful you will not be eligible to be posted on promotion until the outcome of the investigation is known.

You are not eligible to be posted on promotion until it is confirmed no formal sanction will be applied.

12.0 Complaints Process

Complaints must be submitted in writing to the BCH Resourcing Manager via promotions@herts.pnn.police.uk detailing the full grounds and evidence for the complaint. These must be received within 7 working days of the issue occurring. Substantiated complaints will be presented to the SPOC for a decision. Supporting documents (as appropriate) should be provided with the complaint.

Applicants 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.

Candidates may only make a complaint on the following grounds;

- There is a perception that there has been discriminatory practice
- There is perceived to have been a fundamental procedural error which led to the process not being transparent, open or fair

The following would not be considered legitimate grounds for a complaint;

- Candidates disagree with the methods of assessment being used
- Candidates did not perform to their best on the day
- The outcome is considered unreasonable due to inconsistency and/or unfairness
- Candidates disagree with the score given at any stage (unless falls into the grounds above)

In most cases the nominated SPOC will carry out a paper based review and will consider the candidate written complaint, the process paperwork and any other relevant supporting documents. In some cases the SPOC may include a discussion with the individual raising the complaint and any other parties involved. Once the SPOC has explored the issues raised in full the candidate will receive written communication of the outcome. The decision of the SPOC is final.

13.0 Postings

All successful candidates will be posted in line with the BCH posting principles subject to suitable vacancies. There will be no priority group in relation to those who apply for this process.

14.0 Equality Act 2010

Hertfordshire Constabulary is committed to the fair and equal treatment of all candidates. Candidates will be asked to provide details of any reasonable adjustments that may be required at any stage of this process.

Candidates should be specific about the arrangements required e.g. how much additional time is requested and they will be asked to provide their formal assessment report detailing the appropriate reasonable adjustments required. Any reasonable adjustments required will be discussed and agreed with each candidate prior to each stage of the process. If you would like to discuss any adjustments please e-mail Promotions@herts.pnn.police.uk in the first instance.

15.0 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.

16.0 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

17.0 Key Contacts

If you have any further queries, please contact T/ACC Owen Weatherill.

18.0 Key Dates

Advert open	Monday 07 th May 2018
Advert closes	Sunday 20 th May at 2018
Completion of Occupational Personality Questionnaire (if required)	w/c 21 st May 2018
Shortlisting	Friday 01 st June 2018
Notification of shortlisting results	w/c 04 th June
Interview and presentation boards	Week commencing 18 th June 2018
Notifications of board passes	W/c 25 th June