



HERTFORDSHIRE  
CONSTABULARY

## Chief Inspector Application Form Spring 2018

<b>Submission Number:</b> (for HR use only)	
<b>1. Name of Applicant:</b>	Click here to enter text. _____
<b>2. Current Job Title:</b>	Click here to enter text. _____
<b>3. Current Force:</b>	Click here to enter text. _____
<b>4. Please confirm you hold a valid fitness test license?</b>	Date of testing: Click here to enter text.

## Guidance for completing this application

In this application you will be asked to give evidence of working at the standard of a Chief Inspector in terms of competency level. **You must ensure by the time you have completed the form that you have given an example for each competency area.**

Please ensure evidence contained within your application is specific and focused on your personal involvement/experience and actions. Those who have been successful in previous applications to this rank have briefly outlined the situation, explained their role, what action they took and the outcome of their action. The evidence you present ideally will be from the within the last two years, however, if your best evidence is older then please use in your application.

Each of your responses will be judged on the extent that you have displayed a particular competency area and how appropriate your examples are in relation to the issues facing your force.

Please note that all applications will have personal details removed and submitted to a shortlisting panel who have a representative range of operational experiences. They will read the first 500 words of your response to each question so please avoid going over the word limit. There is a word count function in the 'Review' ribbon in Word.

Heads of Department will be asked to confirm whether they feel you are ready to perform at the rank and whether they support your application. You are strongly recommended to discuss your application with them prior to submission.

Please refer to the candidate guidance as it contains further information on the process.

Before submitting your application, please check that you have completed all sections of the form and then send your completed application form to our Promotions team by email to [promotions@herts.pnn.police.uk](mailto:promotions@herts.pnn.police.uk) by no later than **Sunday 20<sup>th</sup> May 2018**.

## PART ONE: PERSONAL DETAILS

We will contact you to confirm the results of each stage of your application. If you will not be contactable via your work email or phone during the selection period (for example, you are abroad), please include your personal contact details. For internal candidates, your line manager will be sent a form confirming whether they support your application. For external applicants, please note that your line manager will be contacted only after you have successfully completed the selection process.

<b>Work Telephone:</b> Click here to enter text.		<b>Personal Telephone (optional):</b> Click here to enter text.	
<b>Work E-mail:</b> Click here to enter text.		<b>Personal Email (optional):</b> Click here to enter text.	
<b>Current Line Manager:</b> Click here to enter text.		<b>Line Manager's Job Title:</b> Click here to enter text.	
<b>Line Manager Work E-mail:</b> Click here to enter text.		<b>Line Manager Work Telephone:</b> Click here to enter text.	
<b>Head of Department:</b> Click here to enter text.		<b>Head of Department Email:</b> Click here to enter text.	
<b>Are there any reasonable adjustments that would need to be made to any stage of the selection process to enable you to participate? Please be specific about the adjustments required.</b>  <input type="checkbox"/> None <input type="checkbox"/> Yes, please specify  Click here to enter text.			

## PART TWO: EVIDENCE

### **Innovative and Open Minded**

**Please give a recent example of how you have demonstrated being 'innovative and open minded' at the competency level required of a Chief Inspector (Level 2).**

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

- 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.
- 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.
- I am flexible in my approach, changing my plans to make sure that I have the best impact.
- I encourage others to be creative and take appropriate risks.
- I share my explorations and understanding of the wider internal and external environment.

**Please respond in no more than 500 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 ‘critical analysis’ at the competency level required of a Chief 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 500 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 where you have ‘delivered, supported and inspired’ others at the competency level required of a Chief 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 500 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.](#)

## **Collaborative**

**Please give a recent example of where you have demonstrated being ‘collaborative’ at the competency level required of a Chief Inspector (Level 2).**

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

- 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.

**Please respond in no more than 500 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.](#)

### **Take Ownership**

**Please give a recent example of how you have ‘taken ownership’ at the competency level required of a Chief 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 500 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.](#)



## **Emotionally Aware**

**Please give a recent example of where you have demonstrated being 'emotionally aware' at the competency level required of a Chief Inspector (Level 2).**

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

- 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.

**Please respond in no more than 500 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.**

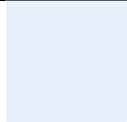
[Click here to enter text.](#)

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

Electronic Signature:



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

**Please email your application to the Promotions team at [promotions@herts.pnn.police.uk](mailto:promotions@herts.pnn.police.uk) by no later than Sunday 20<sup>th</sup> May 2018.**