

AVON AND SOMERSET POLICE POLICE PROMOTIONS CANDIDATE GUIDANCE NOTES



Police Promotions Process

The provision of effective leadership is critical to the force's performance. It is essential that the right people with the right skills and attributes are promoted to lead and that the promotion process is fair and transparent.

The intention of this guidance is to provide a fair and effective framework for managing the police promotion process in Avon and Somerset Constabulary in accordance with employment and equality legislation and with the requirements of the Police Promotion Examinations Board (PPEB) and Police Regulations.

Mission, Vision and Values

Mission

Serve. Protect. Respect.

Vision

Outstanding policing for everyone

Values

- Caring
- Courageous
- Inclusive
- Learning

Organisational Context

The Head of HR is responsible for ensuring appropriate management systems and procedures are in place to deliver a quality value for money promotion system, in accordance with the principles set out in this policy and The Police (Promotion) (Amendment) Regulations 1996, as amended.

The Head of HR will determine the need to run promotion assessments and the number of vacancies to be appointed to, based on the resourcing needs at that time. All prospective candidates need to be clear that promotion opportunities are limited, that the process is competitive and that ultimately not all candidates will succeed in gaining a promotion - so that they have a realistic understanding of what is required of them throughout the process.

A representative from the Police Federation may monitor the promotion process throughout all stages.



Introduction

These guidance notes provide you with information concerning the process and cover in detail each of the steps that you as a candidate will be required to go through. It also gives some general background information to help you in your personal preparation for the selection process.

The process consists of a short application form via the e-Recruitment system. Your Line Manager will then complete a work-based assessment against the listed criteria relevant to your rank and make a recommendation as to whether they support your application for promotion. Your Line Manager may discuss with you your evidence in order to complete their assessment.

Your aspiration for promotion to the next rank should be recorded within your IPR. Your line manager should select the objective 'Officer seeking promotion to the next rank' at the earliest opportunity once this has been identified.

The stages at promotion will assess you in accordance with the appropriate level for the rank.

Chief Superintendent Superintendent	Level 3
Chief Inspector Inspector Sergeant	Level 2

Please refer to the document Competency and Values Framework for Policing to better understand the framework (see Terms of Reference section).

Your application and Line Manager assessment will be verified by your directorate leads and will go to a Central Validation Panel to determine whether you will proceed to the next stage of the process.

Criteria

Before entering the process you must satisfy yourself that you meet the fixed minimum criteria outlined below:

Eligibility criteria - on the closing date of receipt of applications you must:

- Be substantive in your current rank
- Have no live written improvement notices issued under the Police (Performance) Regulations 2012 or reduction in rank under those procedures in the previous 18 months;
- Have no live written warning, final written warning or extended final written warning issued under the Police (Conduct) Regulations 2012; (note – a finding of misconduct



but where no separate penalty is applied (Regulation 35(1)(b)), does not debar an officer from proceeding);

- Have no improvement notice/action plan in place, in accordance with the Police Officer Performance and Attendance procedures.
- For Sergeant and Inspector promotions, officers must have passed the relevant part 2 qualifications in either NPPF or OSPRE.

Timescales

All application forms are to be submitted via the e-recruitment system by noon on the date specified. If it is your first time applying for a vacancy via this system you will be prompted to register. **Please do not use your .pnn email address.**

Applications cannot be submitted once the closing date has passed.

All applications will be subject to Line Manager Assessment, Directorate Lead's assessment and the Central Validation Panel. Candidates who are successful will be invited to attend an assessment centre process. The assessment centre now contains one element which is an interview.

A timeline of dates for the process will be published with the advertisement.

Withdrawal from the process

Should you wish to withdraw from the process at any stage, you can do so via the e-Recruitment system or by emailing #Police Promotions.

The Selection process

There are 4 main steps in the selection process. They are:

1. Advertisement & short application form
2. Line Manager assessment, Directorate Lead's assessment and the Central Validation Panel
3. Interview
4. Identifying successful candidates available for promoting into vacancies at the next rank

1. Short Application Form

The application form that you must complete is accessed via the e-Recruitment system.

- You will be invited to complete the application form via the e-Recruitment system.



- If this is your first time entering details on the system, you will be asked for your personal information. Subsequent submissions will then auto-complete some fields.
- If you have difficulty accessing the system, or require reasonable adjustments to complete the application form please contact #eRecruitment (Oleeo)
- The application is made up of different steps therefore it is essential that you complete all sections. The system will confirm when the application is submitted.
- Part of the application requires you to confirm you meet the evidence of suitability requirements. Your Line Manager will confirm this by completing a work-based assessment and stating whether or not they recommend you for consideration of promotion. Therefore, at this stage, you are required to confirm by writing 'yes / no' in each of the criteria whether you meet the expectations.
- You will then be asked to provide details of your current Line Manager who will then receive an email with your qualifying criteria responses and a link to the feedback form to perform their review (they do not require access to the e-Recruitment system). **Please do not use a .pnn email address for your line manager**
- You must sign a declaration to confirm that the information provided is correct.
- External candidates should upload a copy of their passport when requested to do so via the e-Recruitment system. This is not required for internal candidates.

2. Manager Assessment Process

- Your Line Manager will assess your work- based competence in rank and suitability for promotion against the defined criteria. The work-based criteria will be published as separate guidance, so please refer to the relevant document.
- The Directorate Leadership Team (DLT) will assess all applications in association with the Line Manager assessment for officers within their directorate area and agree the DLT score.
- In order to ensure fairness and consistency of the DLT scoring process, a Central Validation Panel with representatives from all DLTs will meet to agree those supported to go forward for assessment centre.

Candidates who are not successful at this stage will receive support and feedback from their Line Manager, with a development plan set to help them work towards their careers aspirations following the notification of the results from the Workforce Planning Team.

Candidates who are successful through the manager assessment process will be invited to attend an assessment centre.

Evidence of performance and competence

At the application stage the line manager is assessing against the work-based assessment criteria. The individual must be able to evidence their ability to meet the demands of the rank, however we are not prescriptive as to the format of the evidence.

This evidence may be through direct observation, feedback, body worn camera footage, IPR evidence, letters of recognition etc.



Additional guidance in relation to Performance and Attendance procedures for officers applying for promotion.

The Promotion Policy states officers should:

- Have no improvement notice/action plan in place, in accordance with the Police Officer Performance and Attendance procedures.

Therefore, if an officer seeking promotion at the next rank currently has an action plan set under the Performance and Attendance procedure, they would not be able to apply for promotion until the action plan is concluded and closed.

If there are informal performance issues being managed outside of this process, the officers' line manager and DLT will need to consider whether their current performance meets the work-based assessment criteria, given their current performance.

3. Interview

Candidates recommended will be invited to select a date for their assessment via the online portal on the eRecruitment system. If you are unable to attend any of the given sessions (eg. You are out of the country), attendance at the next available opportunity can be requested. Outcomes and decisions from the process will not be delayed.

The assessment process will be agreed by the Chief Officer Group and will be against the competency value framework for the rank you are applying, as well as providing you with an opportunity to demonstrate your readiness for promotion.

In line with revision of the promotion process, the assessment centre now comprises of only one element: the interview.

Where possible promotion panels will be as diverse as practicably possible and will comprise as follows:

SUPERINTENDENT TO CHIEF SUPERINTENDENT

Applicants will be interviewed by a central Promotion Panel, which will comprise:

- The Chief Constable
- Another Chief Officer
- Head of Organisational Development/ Head of HR Operations

CHIEF INSPECTOR TO SUPERINTENDENT

Applicants will be interviewed by a central Force Promotion Panel, which will comprise:

- A Chief Officer
- A Chief Superintendent or Director
- HR Business Partner or above

INSPECTOR TO CHIEF INSPECTOR



Applicants will be interviewed by a central Force Promotion Panel, which will comprise:

- A Chief Officer
- A Superintendent or Head of Department
- HR Business Partner or above

SERGEANT TO INSPECTOR

Applicants will be interviewed by a central Force Promotion panel, which will comprise:

- A Superintendent or Head of Department
- An Operational Inspector
- Assistant HR Business Partner or above

CONSTABLE TO SERGEANT

Candidates will be considered by a central Force Promotion Panel, which will comprise:-

- A Chief Inspector or Head of Department
- An Operational Sergeant
- HR Advisor or above

Candidates who require reasonable adjustments at assessment may request these via the e-Recruitment system or by contacting the Workforce Planning Team using mailbox #Police Promotions.

4. Identifying successful candidates ready for promotion

Following the assessment process a debrief panel will convene to review the assessment centre scores along with the DLT score to give an overall total.

The numbers of officers successful during the promotion board process will be in accordance with the projected number of vacancies for the next 12 months. Outcomes will be determined by the rank scoring of the highest scoring candidate(s) against current plus anticipated vacancies for the next 12 months. Where two or more officers have scored the same, but there are not sufficient current or anticipated vacancies, all officers will be successfully placed in the 'promotion pool', however officers who have not been successfully promoted within 12 months of the board will need to take the process again.

Candidates who are not successful at this stage will receive support and feedback from their Line Manager, with a development plan set to help them work towards their careers aspirations.

Posting

A posting meeting will be held following the promotion process with all Directorates represented, to review the vacancies and allocate postings for those successful through the promotion process.



When posting officers, full consideration will be given to the officer's welfare needs, specialist skills need for further skills-based training and geographical location. Successful officers can be posted to any Avon and Somerset post at rank. This does not include regional roles, which follow their collaboration recruitment process.

If an officer is temporarily promoted at the time of the board, you are not guaranteed to remain in the same position.

Once allocated to a post for promotion, you will be appointed and assessment at Step 4 will commence. You cannot apply at this stage for alternative roles after notification of your posting.

Successful candidates who cannot be promoted immediately will be held in a pool for up to 12 months and posted once a vacancy becomes available.

If any officer declines to accept a reasonable offer of a post, they will normally be removed from the promotion pool. They will be eligible to apply for future promotion but will be required to be successful through another selection process.



General Information

Appeals Process

If an officer can evidence that they have been treated unfairly or there has been a contravention of the promotion selection process resulting in them being unsuccessful at the interview stage, they may register an appeal in writing to #Police Promotions within five days of the notification of the interview results (PolicePromotions@avonandsomerset.police.uk if external).

Appeals will be reviewed by an independent panel.

Disciplinary Record

All candidates seeking promotion will be subject to review by the Professional Standards Department, including consideration of any serious misconduct or outstanding complaints. Any decision to exclude a candidate as a result of this review will be made by a member of the Chief Officer Group.

Dress Code

The dress code for the interview will be smart business attire or police uniform.

Equal Opportunities

Avon and Somerset Constabulary seeks to ensure that all officers seeking promotion are treated fairly, that the best officer(s) are selected for promotion and that no officer is disadvantaged due to grounds of transgender, race, religion or belief, sexual orientation, gender, age, disability, pregnancy/maternity status, marital status or part-time status or will be disadvantaged by promotion decisions that cannot be justified as necessary on operational grounds.

The Equality Act 2010 introduced in October 2010 replaces three public sector duties – for disability, race and gender. Section 60 of the Equality Act 2010 restricts the circumstances, in which employers can ask candidates questions about disability or health which has been taken into consideration in this guidance.

Reasonable Adjustments

Please indicate on your application form if you require any reasonable adjustments at any stage of the promotion board process.

Reasonable adjustments will be made for officers who have declared a disability/neuro-diversity to ensure that they are not placed at a disadvantage compared with other candidates. If reasonable adjustments are required, please contact #Police Promotions (internal applicants) or PolicePromotions@avonandsomerset.police.uk (external



applicants) prior to the closing date if you require any assistance with the application process.

The Workforce Planning team will contact the candidate to discuss any appropriate reasonable adjustments that can be made.

Transferee Process – information for candidates from other Forces

Candidates from other Forces are able to apply for the promotion boards via the Avon and Somerset external webpages. They will be required to successfully complete the transferee recruitment process including medical, physical and vetting processes. Line Manager approval will be sought from their home force.

Mentor Support

Mentoring is available to all employees, details can be found by searching 'mentoring' on Pocketbook.

Feedback

After your interview, you will receive an email asking you to provide feedback on the promotion process. The information you submit via this short survey helps to identify improvements that can be made for future processes and we therefore would be grateful to you taking 5 minutes to share your views.

Terms of reference

Competency and Values Framework

<http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Pages/Competency-and-Values-framework.aspx>

Competency and Values Framework Overview

http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf

