

GUIDANCE NOTES

Chief Superintendent (Specialist Operations) Promotion & Application Process 2017

Promotion boards and interviews are being held for officers in the substantive rank of Superintendent wishing to progress to the position of Chief Superintendent (Specialist Operations) and for Chief Superintendents to apply.

1. Introduction

British Transport Police is committed to embedding a culture of inclusion, ensuring all employees are treated with dignity and respect, and that our promotion selection processes are applied ethically and fairly, and in line with the Police Code of Ethics.

You are advised to fully acquaint yourself with Police Code of Ethics, BTP Principles & Behaviours, the 7 Performance Pillars and the Competency & Values Framework (Level 3).

2. Eligibility Criteria

Officers who wish to apply must:

- Have served as a substantive Superintendent / Chief Superintendent for 12 months or more;
- Have attained at minimum an overall 'Good' performance rating on their most recent Right Track / PDR review;
- Be able to demonstrate the competencies / values required of Chief Superintendent;
- Have their 1st line manager's recommendation;
- Not be subject to, or have any outstanding disciplinary sanctions;
 - Please note: unless suspended from duty, officers under notice of disciplinary action will be able to participate in the promotions process. However, if successful, promotion will not be confirmed until the result of the action is known. A 'management action' does not disqualify a candidate from promotion.
- Not be in breach of the sickness policy i.e. on a Stage 2 warning (or above); and
- Have completed all mandatory training.
 - Please note: officers whose mandatory training is out of date will be able to participate in the promotions process. However, if successful, promotion will not be confirmed until this training is complete and they are able to return to full duty.

3. The Selection Process

The key steps in the selection process involve:

1. Completion of an application form via e-recruitment;
2. A paper-based assessment process (paper sift); and
3. Assessment via interview or a promotion board.

Selection will be based upon your performance and evidence provided of how you satisfy the competencies / values required for effective performance in the role of Chief Superintendent. You will be expected to demonstrate to the Sift and Promotion/Interview Panels' satisfaction that you can meet these competencies/values to the required standard.

Application Form

You should:

- Submit your application via e-recruitment;
- Upload your most recent Right Track / PDR review, sickness record and Line Manager's recommendation form;
- **Keep your answers to the space available and within the word count stated**, as any evidence exceeding the word count, and any additional material (other than that specified) will not be considered; and
- Provide the name and contact details of a suitable individual who can verify your evidence. You should seek their permission in advance of submitting your application.

Evidence of Performance and Competence

Remember, you are seeking to show your ability to meet the demands of the rank of Chief Superintendent.

You should:

- Answer the questions asked;
- Provide evidence of performance and specific examples of your individual contribution and the competencies/values demonstrated;
- Provide evidence of effectiveness in your current role which demonstrates your potential for the future role of Chief Superintendent; and
- Use examples that are no more than 18-24 months old.

4. Timescales

Applications open on **Thursday 23rd November at 12.00noon** and the closing date for applications is **Friday 8th December at 12.00noon**.

Please note: It is your responsibility to ensure that your completed application form is submitted in a timely manner. Applications submitted after the closing date **will not** be considered.

5. The Interview/Promotion Board

The Career Development & Talent Management Team will notify all candidates of the location and time of their interview/promotion board.

Panel Composition

Dress Code

The dress code for the interview/board will be:

- Superintendent / Chief Superintendent – Uniform (white shirt)
- Detective Superintendent / Chief Superintendent – Business Suit

Please note: BTP Lanyard / warrant card **MUST** be worn.

6. Additional Information

Withdrawal from the Process

Should you wish to withdraw from the process at any stage, you should do so by emailing: Promotion-Boards-Recruitment@btp.pnn.police.uk stating the reason for your decision.

Queries

If you have any additional queries, please contact the Career Development and Talent Team via Promotion-Boards-Recruitment@btp.pnn.police.uk

Useful reference documents:

[Code of Ethics](#)

[Competency and Values Framework \(CVF\)](#)

[7 Performance Pillars](#)