

## Chief Superintendent Promotion Board & Application Frequently Asked Questions

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) or substantive Chief Superintendent.

### 1: Who can apply?

Anyone can apply provided they meet the following essential criteria;

In order to be considered you MUST meet all of the eligibility requirements:

- Have served as a substantive Superintendent / Chief Superintendent for 12 months or more
- Have attained at minimum an overall 'Good' rating on your most recent PDR / Right Track review OR equivalent if you are an external candidate.
- Be able to demonstrate the competencies required of a Chief Superintendent
- Not be subject to, or have any outstanding disciplinary sanctions
- Not be in breach of the sickness policy i.e. on a Stage 2 warning (or above) OR equivalent if you are an external candidate.
- Have completed all mandatory training
- Line Manager comments - please download form below
- A College of Policing accredited Strategic Firearms Commander and Gold Public Order Commander. (operationally and occupationally competent)
- A College of Policing accredited Tactical firearms commander (spontaneous and pre-planned). Both operationally and occupationally competent.

### 2: How many positions are currently available?

There is one position available - Chief Superintendent (Specialist Operations). Therefore there will only be one successful candidate and no promotions pool.

### 3: What will happen if there are more candidates than vacancies?

Candidates should be aware that this promotion board/interview relates to a specific post and therefore there will only be one successful candidate and no promotion pool.

### 4: How is this selection process being run?

There are four steps to this selection exercise:

- A competency/values based application;
- A paper sift;
- A competency / values based interview in front of a panel.

### 5: I have examples that are not BTP / policing specific, can I use these examples?

The examples that you use to demonstrate your suitability for this role must be role and Competency & Values Framework compliant, and be no more than 18-24 months old.

**6: Can I have more than one example in each question?**

One example per question will usually provide a good opportunity for you to strongly demonstrate the competency / value. Using two or more examples may make it more challenging to evidence. The choice, however, is yours.

**7: The application form requires first line manager recommendations, why?**

Line managers are best placed to know the people who work for, and with them. This ensures that the recommendation process is robust and promotes fairness and objectivity. It also ties in with the principles set out in the Right Track (PDR) process.

**8: What else must my line manager do?**

Your line manager must complete the line manager's recommendation form, which you then need to upload with your on-line application.

**9: How will I be assessed?**

The process will take into account your submitted evidence of competencies/values and recommendations from your first line manager. This process requires completion of a formal application form that meets the minimum standards identified through a paper-based selection process. You are advised to fully acquaint yourself with BTP Principles & Behaviours, 7 Performance Pillars, Competency & Values Framework at Level 3 (Senior Manager/Executive) and Police Code of Ethics.

**10: What can I expect if I pass the paper sift?**

Successful candidates will be invited to participate in a promotion Assessment Centre, involving an interview panel.

**11: Will I receive feedback if I have not passed the application process?**

Yes – you will be able to ask for feedback from the panel responsible for assessing your application. One member from each panel will be nominated to provide this to you.

**12: Is there an appeals process?**

To ensure transparency within the process there is an appeals process.

Candidates can only appeal either the paper-sift or board stage where there is clear evidence of either gross unfairness or an abuse of process. However, appeals cannot be made solely on the fact that an application didn't reach the required pass mark.

All appeals should be made in writing, clearly stating the grounds for appeal to Deputy Chief Constable Adrian Hanstock at [Promotion-Boards-Recruitment@btp.pnn.police.uk](mailto:Promotion-Boards-Recruitment@btp.pnn.police.uk) by the date specified in the email notifying you of the result.

**13: What will happen at the Promotion Assessment Centre?**

On arrival at the Assessment Centre you will undertake a competency/value based interview before the panel.

**14: How will the panel be made up?**

For this particular vacancy, the panel will comprise two officers from the chief operating group (COG) and a senior member of HR staff. No external body is involved.

**15: For transparency and consistency, will there be one individual on every single panel?**

The panel will be made up of the individuals listed above. In exceptional circumstance, a panel member may be substituted at short notice. In the unlikely event this should happen, candidates will be notified at the earliest opportunity. Nevertheless, each panel member is trained to the same standard. Selection will follow a transparent, fair and competitive process, with panels conducted with professional rigour.

**16: What do I need to evidence in the interview?**

Candidates will be measured primarily on the content of their responses against clearly articulated criteria, job skills and competencies aligned to Force priorities (Force Principles & Behaviours, 7 Performance Pillars, Competency & Values Framework at Level 3 and Police Code of Ethics).

**17: The application form asked questions on 4 of the CVF elements; will I have to prepare examples for the remaining elements for the interview?**

All candidates are asked to prepare sufficient examples to demonstrate all competencies/values for the rank they are applying for.

**18: In the interview, will the panel outline which competency or value the questions relate to?**

No, but this will usually be obvious from the question asked.

**19: Will verification details be asked for in interview?**

No, you are asked to provide name and contact details on the application form only.