

Police Inspector Selection 2019

Guidance & FAQs

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 Behaviours & Principles, BTP's new Performance Framework (7 Pillars) and the Competency & Values Framework at Level 2.

Eligibility Criteria

Selection panels will be held between **Monday 28th January - Friday 8th February 2019**, for officers at the rank of Sergeant who wish to be promoted to Inspector. Eligible candidates should meet with their line managers to discuss their potential for promotion and establish whether they are likely to be recommended.

Officers who wish to apply **MUST**:

- Be prepared to take any of the available vacancies within their Division, there will be **no** promotion pool.
- Discuss their intention to apply for promotion with their line manager.
- Have served in the substantive rank of Sergeant for a minimum of 24 months.
- Hold a valid pass for the NPPF Step Two Inspectors Legal Knowledge Examination (Previously known as Objective Structured Performance Related Exam (OSP[®]RE®) Part I) or have successfully completed the Diploma in Police Service Leadership & Management.
- Have attained at minimum an overall 'Good' performance and 'Medium' potential rating on their most recent Performance Development Review (PDR) for 2017/2018. External candidates must have a completed PDR form for their most recent performance year, showing a minimum of a satisfactory performance or equivalent.
- Be able to demonstrate the competencies required of a Police Inspector;
- Have their first and second line managers' recommendation;
- No live written improvement notices under the Police (Performance) Regulations 2015 or reduction in rank under Unsatisfactory Performance Procedures (UPP) in the previous 18 months;
- No live written warning, final written warning or extended final written warning issued under the BTP Police (Conduct) Regs 2015 (or Home Office equivalent) (Note – a finding of misconduct but where no separate penalty is applied does not debar an officer from participating).
- Not currently be under investigation
- 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 Please note: officers whose mandatory training is out of date will be able to participate in the promotions process.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.

The Selection Process

The key steps in the selection process involve:

1. Completion of Statement of Competency via e-recruitment and;
2. Assessment via presentation and interview at a selection panel.

Selection will be based upon your performance and evidence provided of how you satisfy the competencies and values required for effective performance in the role of Police Inspector. You will be expected to demonstrate that you can meet the competencies and values to the required standard.

Statement of Competency

You should:

- Discuss your statement of Competency with your line manager.
- Submit your Statement of Competency via e-recruitment.
- Upload your most recent PDR, sickness record and Line Managers' recommendation form;
- Ensure that your preferred name is recorded on the front page;
- Use Arial font size 11. Maximum **300 words** per competency/value;
- **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 Statement of Competency.

Evidence of Performance and Competence

Remember, you must show your ability to meet the demands of the rank of Police Inspector.

You should:

- Provide specific examples which evidence your performance and which demonstrates your potential for the future role of Police Inspector; and
- Provide specific evidence of your Leadership Capabilities; and
- Provide specific examples of your individual contribution.
- Answer any 'forward looking' question with what you **WOULD** do as a future Police inspector and not with a past example.

Only officers who submit the following **are** eligible to apply:

- Completed Statement of Competency
- Line Manager Recommendation form with both first and second line managers' comments
- Completed Performance Development Review for 2017/2018
- Copy of sickness record
- Posting Preference Form

Please note: it is the candidate's responsibility to discuss their intention to apply for promotion and to ensure that **all** documents are collated in good time for the submission deadline.

Presentation and Interview

On arrival at the interview, candidates will be presented with a presentation brief on a subject pertinent to policing and the role of an Inspector within BTP. Preparation time will be allocated before delivering a 10 minute presentation to the panel at the beginning of the interview.

Timescales

Applications open on **Monday 7th January 2019 at 1200 hours** and the closing date for applications is **Friday 18th January 2018 at 1200 hours**.

Please note: It is your responsibility to ensure that all documentation is submitted in a timely manner. Late submissions **will not** be considered under any circumstances.

Reasonable Adjustments and Accommodations for Candidates

A Reasonable adjustment refers specifically to a requirement within the legislation relating to disability where as an accommodation may be considered and supported in a wider range of circumstances. However, in considering whether an accommodation is appropriate it is important to ensure that the accommodation does not change the standard the candidate is being measured against nor that the candidate is provided with an unfair advantage over the other candidates.

All cases for accommodation and reasonable adjustments are considered on a case by case basis. Candidates who feel they may require an accommodation or reasonable adjustment should consult the Career Development and Talent Management team by emailing Promotion-and-Assessment@btp.pnn.police.uk

Withdrawing From The Process

To withdraw from the promotion process candidates must inform Career Development in the first instance by emailing Promotion-and-Assessment@btp.pnn.police.uk outlining the reason you wish to withdraw.

Additional Information

Queries

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

Useful reference documents:

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

[Mapping of BTP Behaviors and Principles to Competency and Values Framework](#)

[7 Performance Pillars Framework](#)

[Mapping of Competency and Values Framework to Code of Ethics](#)

PS - PI Competency Based Assessment

What is a competency?

The terms 'competency' and 'competencies' focus on the personal attributes or inputs of an individual. They can be defined as the behaviours (and technical attributes where appropriate) that individuals must have, or must acquire, to perform effectively at work.

What is competency assessed against?

A competency framework; a structure that sets out and defines each individual competency required by individuals working in an organisation. The **Competency and Values Framework (CVF)** is a national framework developed by the College of Policing which enables us to measure your performance and behaviours and to really get the best from you. The CVF includes both competencies and values; the values are those which all are expected to demonstrate regardless of rank or grade.

What should I expect from a competency based question?

- Questions could be on competencies or values
- Questions may ask for examples to evidence competencies/values from past experience
- Questions may ask for your ideas on how you will approach your new role at the rank of Chief Inspector

Is there a format I should follow?

You are advised to use the **STAR model**; a universally recognised communication technique which will enable you to provide meaningful and structured answers to the question being asked. The panel will be more receptive to the messages you are trying to communicate and better able to pick out the relevant competencies.

Star = **S**ituation **T**ask **A**ction **R**esult

Situation

Set the context. Make it concise and informative, concentrating solely on what is useful to the story. For example, if the question is asking you to describe a situation in which you had to deal with a difficult person, explain the nature of your interaction with said person and why they were being difficult. If the question is asking for an example of teamwork, explain the task that you had to undertake as a team.

This should be brief - only a few sentences.

Task

Specifically, what was it that you needed to do? Talk about the task at hand; what was required of you and why? Were there any barriers or obstacles to overcome?

Again, only a few sentences.

Action

This is the most crucial part of your answer as this is where the panel can see how you have demonstrated the core competencies, attributes and behaviours from the Competency and Values Framework. When explaining what you did, remember:

- Be specific. Concentrate on what 'you' did rather than what the team did
- Go into some detail but only when relevant to the competency indicators – cut out the waffle!
- Explain **what** you did, **how** you did it and **why** you did it – give clear evidence and explain your reasoning

The Action section should account for at least 65% of the total word count.

Result

What did you accomplish and importantly what did you learn? Would you do anything differently next time? How does this link to the BTP Behaviours and Principles?

Think about how your example contributes to the force strategy, 7 pillars. Does it demonstrate that you are operating/thinking at the level you are aspiring to? Also think about how you make a difference? What was the impact on the organisation, department and team? How did our stakeholders and/or the general public benefit? What was your legacy?

The Results section should account for about 15% of the total word count.

Forward Looking Questions

You may be asked about how you intend to approach your new role at the rank of Police Inspector. These questions require an answer that explains your ideas and thoughts on your future performance with regard to the competencies/values in the CVF. In this case, the STAR format is not appropriate. You will need to demonstrate that you have carefully considered the role and have ideas on how you will undertake responsibilities at that rank.

Frequently Asked Questions

Q: How many individuals can apply?

A: There is no limit to the number of individuals that can apply providing they are eligible.

We welcome applications from the following individuals:

- BTP Sergeants and from other forces seeking promotion

Q: How many positions are currently available?

A: There are a number of vacancies on A, B, C and D Division.

Q: How is this promotion process being run?

A: There are four steps to this promotion exercise:

- Statement of Competency;
- Line Manager Recommendation form.
- Presentation to a panel;
- A competency based interview;

Q: What will the presentation involve?

A: On arrival at the interview, you will be taken to a preparation room and given a presentation brief to prepare, in relation to the role of Inspector within BTP. There will be no scenario element included as part of this process. You will have 30 minutes to prepare your presentation. You will then have 10 minutes to deliver it to the panel. The panel may ask you further questions on the presentation before moving on to the competency based interview.

Q: I have examples that are not BTP specific, can I use these examples?

A: The examples that you use to demonstrate your suitability for this role must be Competency & Values Framework compliant, and clearly evidence your track record of delivery.

Q: Can I use more than one example when answering the question?

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

Q: What is a 'forward looking' question?

A: A forward looking question allows you to demonstrate your potential as a future Police Inspector. It does NOT ask for a past example of something you have already done. For example *"As a future Police Inspector what would you do to..."*. You need to be able to demonstrate your vision/ideas and how you would implement them.

Q: Will my examples need to be verified?

A: Yes, you will need to provide the name and contact details of someone who can verify the information you provide, although this will not be the case for forward looking questions.

Q: Please can you clarify what “Verified” means?

A: We will be dip-sampling a number of applications to support our commitment to ensuring a process which is transparent and fair. To enable us to do this we ask that for each competency/value example, you provide the name and contact details of an individual who will validate your evidence. This includes checking that the evidence is current.

A member of the CDTM Team will then ring a sample of nominated persons. The verification process also allows for third party assurance in cases where an individual may not be supported by their first and second line managers.

Q: Who can validate my examples?

A: You must ensure that your validator is someone suitable, preferably from BTP, who can validate the evidence you have provided as a true and accurate reflection of your work.

Q: Where do I input details of the verifier on the application form?

A: Please enter the name and contact details of the person verifying your evidence at the end of your competency example. This will not be counted as part of your total word allowance.

Q: Can I use a NICHE number as verification?

A: No. You must provide the name and contact details of an individual who will verify your evidence.

Q: Will evidence be considered if the verification individual has left the organisation?

A: Yes, but you will need to ensure that you provide the contact details of an individual who can be contacted and who is able to verify your evidence.

Q: What if I have examples that cannot be verified?

A: You are asked to provide evidence of outcomes, and it is therefore likely that you will have an audit trail and someone will know about your example and be able to provide verification. In the interests of consistency all applicants are asked to only provide examples that can be verified by a third party.

Q: The Line Manager Recommendation form requires first and second line manager recommendations; why?

A: 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 PDR process.

Line managers will be commenting on your readiness for promotion, performance, potential and Niche skills / compliance.

If, however, your first line manager is an officer of National Police Chiefs' Council (NPCC) rank then there will be no need to provide details of a second line manager.

Q: What happens if I don't have both my first and second line managers' comments?

A: You will not be eligible for the process; you must have both your first and second line managers' support.

Q: How will I be assessed?

A: The process will take into account your submitted evidence of competency, recommendations from your first line manager and an endorsement from your second line manager. You will be assessed against the CVF at Level 2.

Q: What do I need to attach along with my Statement of Competency?

A:

- Line Manager Recommendation form with both first and second line managers' comments
- Completed Performance Development Review 2017/2018 including performance and potential rating completed by line manager.
- Copy of Sickness Record
- Posting Preference Form

Q: I do not have a Performance Development Review; what should I do?

A: Seek advice from your line manager; it is his or her responsibility to provide one.

Q: I will be on holiday for the closing date of the application; will I be able to get an extension?

A: Extensions on applications will not be permitted. It is your responsibility to ensure your application is in by the closing date. You are able to access the application link from home computers.

Q: I am currently doing Higher Grade Duties as an Acting Police Inspector, do I have to apply?

A: BTP expects that anyone undertaking HGD applies for substantive promotion. There is currently a high ratio of Temporary/Acting Police Inspectors in the organisation. Once the process is complete, any posts covered by HGD will be filled by officers who successfully pass the selection process.

Q: Will there be a promotion pool?

A: There will be no promotion pool. This decision was made by the Force Executive Board and has been agreed that there will no longer be promotion pools for any promotion exercises going forward.

Q: What happens if I am not posted?

A: If you are not posted, you will have to apply when a new process is launched.

Application Process Checklist

| Candidate Checklist | | |
|----------------------|---|--------------------------|
| <i>Have you</i> | | |
| 1. | Checked that you meet ALL the eligibility criteria | <input type="checkbox"/> |
| 2. | Discussed your intention to apply for promotion with your line manager? | <input type="checkbox"/> |
| 3. | Referred to the Guidance Notes, FAQ's and information within the Application pack? | <input type="checkbox"/> |
| 4. | Sent the Line Manager Briefing and Line Manager Support form to your first and second line manager to complete? | <input type="checkbox"/> |
| 5. | Fully completed the Competency Statement form? | <input type="checkbox"/> |
| 6. | Sought an appropriate verifier for each of your examples and included their contact details? | <input type="checkbox"/> |
| 7. | Kept a copy for your information? | <input type="checkbox"/> |
| 8. | Obtained a copy of your most recently completed PDR and Sickness Record? | <input type="checkbox"/> |
| 9. | Completed the Posting Preference form? | <input type="checkbox"/> |
| 10. | Completed the Diversity Monitoring form? | <input type="checkbox"/> |
| 11. | Submitted all documents via E-Recruitment within the deadline. | <input type="checkbox"/> |