

Superintendent Promotion

Application Guidance

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Section 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 Behaviours & Principles, BTP's new Performance Framework (7 Pillars) and the Competency & Values Framework at Level 3.

Eligibility Criteria

Promotion boards will be held between **Monday 2nd April 2018 and Friday 6th April 2018** for officers at the rank of Chief Inspector who wish to be promoted to Superintendent. 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**:

- Have served in their current (substantive) Chief Inspector post for 12 months or more
- Have attained at minimum an overall 'Good' performance and 'Medium' potential rating on their most recent completed Right Track review (NB: External candidates must supply a copy of their most recent completed PDR);
- Be able to demonstrate the competencies required of a Superintendent;
- Have their first 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 (Note – a finding of misconduct but where no separate penalty is applied does not debar an officer from participating);
- Adhered to the Sickness Absence policy; not 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 Please note: officers whose mandatory training is out of date will be able to participate in the promotions process.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.

Please note: You must meet all of the eligibility criteria shown above; if you do not your application will not be submitted for paper sifting.

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 presentation and interview at a promotion board.

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 Superintendent. You will be expected to demonstrate that you can meet these competencies and values to the required standard.

Application Form

You should:

- Submit your application via e-recruitment;
- Upload your most recent Right Track review, sickness record and Line Managers' recommendation form;
- Ensure that your preferred name is recorded on the front page;
- Use Arial font size 11. Maximum **500 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 application.

Evidence of Performance and Competence

Remember, you are seeking to show your ability to meet the demands of the rank of 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 Superintendent; and
- Use examples that are a **maximum** of 24 months old.
- Answer any 'forward looking' question with what you **WOULD** do as a future Superintendent and not with a past example.

Only officers who submit the following will be eligible for the paper sift:

- Completed application form
- Line Manager Recommendation form with first line managers' comments.
- Completed Right Track end of year performance review for 2016/2017

- Copy of sickness record

Please note: it is the candidate's responsibility to ensure that all documents are collated in good time for the application deadline. Applications without the necessary attachments will not be put forward to paper sift. Candidates who fail to provide the necessary attachments will not have the right to appeal.

Timescales

Applications open on **Friday 16th February 2018 at 1200 hours** and the closing date for applications is **Friday 2nd March 2018 at 1200 hours**.

Please note: It is your responsibility to ensure that your completed application form is submitted in a timely manner. Late applications **will not** be considered.

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

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.

Right of Appeal

Where applications are not supported by your first line manager the candidate can submit a representation to their Divisional Commander (or nominated deputy) who will have the final decision on whether an application goes forward to paper-sift.

If you wish to submit a representation at either the paper sift or promotion board stage, your Chief Superintendent or, where there is no Divisional commander, Head of Department may make a direct representation on your behalf via [Promotion & Assessment Inbox](#) if there is evidence that there has been either:

- An abuse of process – defined as either an intentional act or failure to fairly apply British Transport Police policy or the instructions published specifically for the purpose ; and/or
- A perverse decision – defined as a decision, which has not been justified or indicates an error or inappropriate judgement or action by the personnel involved in the process.

The following do **NOT** constitute grounds for such a representation:

- Disagreements with the awarded scores following the paper sift.
- General frustration at non-selection; or
- Design, structure and content of the selection process used; or
- The fact that the application did not meet the required standard; or

Any such representations **MUST** be submitted using the appropriate form, authorised by your Chief Superintendent or Head of Department, and received in the [Promotion & Assessment Inbox](#) the date specified in the email notifying you of your result.

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 \(CVF\)](#)

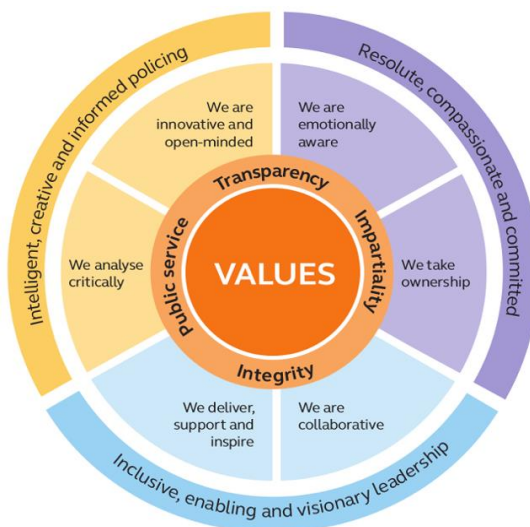
[Mapping of BTP Behaviours and Principles to Competency and Values Framework](#)

[7 Performance Pillars](#)

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

Section 2 – Part A

Guide to the Competency and Values Framework



The CVF is split into six competencies underpinned by four values. Each competency and value includes a description and a list of behaviours.

Each competency is split into 3 levels (cumulative). You are expected to be competent at the previous level.

- Level 1 – Practitioner
- Level 2 – Supervisor/middle manager
- Level 3 – Senior manager/executive

Values

These have always underpinned the competencies e.g. Code of ethics, but have not previously been analysed by behaviours. The values include:

- **Impartiality:** fairness and objectivity
- **Integrity:** professionalism and ethical standards
- **Public Service:** respect, selflessness, public confidence
- **Transparency:** honesty and openness, building trust

Competencies

- Emotionally aware
- Take ownership
- Collaborative
- Deliver, support and inspire
- Analyse critically
- Innovative and open minded

Section 2 – Part B

Paper Sift Scoring Matrix

5	Substantial positive evidence – Outstanding demonstration. Evidence provided wholly exceeds expectation at this level
4	Strong positive evidence – Strong demonstration of the competency with regard to the quality and quantity of the evidence. Fully satisfies all or exceeds some of the requirements expected at this level
3	Positive evidence – Good demonstration of the competency with regard to the quality and quantity of the evidence. Satisfies the requirements expected at this level
2	Some positive evidence – Minimal demonstration of the competency with regard to the quality and quantity of the evidence. Satisfies some of the requirements expected at this level
1	Little or no positive evidence – Insufficient demonstration of the competency with regard to the quality and quantity of the evidence expected at this level

The application form consists of four questions; each question will be scored from 1 – 5 carrying a maximum overall score of 20.

Section 3

Frequently Asked Questions

Promotion boards will be held between **Monday 2nd April 2018 and Friday 6th April 2018** for officers at the rank of Chief Inspector who wish to be promoted to Superintendent.

Q: How many individuals can apply?

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

- Have served in their current (substantive) Chief Inspector post for 12 months or more
- Have attained at minimum an overall 'Good' performance and 'Medium' potential rating on their most recent Right Track review;
- Be able to demonstrate the competencies required of a Superintendent;
- Have their first 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 (Note – a finding of misconduct but where no separate penalty is applied does not debar an officer from participating);
- Adhered to the Sickness Absence policy; not 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.

Q: How many positions are currently available?

A: There are likely to be a number of vacancies throughout A and C Divisions.

Q: How is this promotion process being run?

A: There are four steps to this promotion exercise:

- A competency based application;
- A paper sift;
- Assessment via presentation and competency based interview at a promotion board.

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 be a maximum of 24 months old.

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 Superintendent. It does NOT ask for a past example of something you have already done. For example “*As a future Superintendent, 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 “verification” 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 verify 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 verify my examples?

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

Individuals who have retired may be used, provided that they are contactable. It is not suitable to use a verifier who could be construed as a conflict of interest e.g. a partner or spouse. It is best practice to ask the verifier if they are happy to do this for you prior to naming them on your application otherwise they may not verify your example when they are contacted.

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 application form requires first 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 Right Track (PDR) process.

Line managers will be commenting on your readiness for promotion, performance, potential.

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

A: You will not be eligible for the paper sift; you must have your first 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. 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 Behaviors & Principles and the competencies/values within the Competency & Values Framework at Level 3.

Q: What can I expect if I pass the paper sift?

A: Successful candidates will be invited to participate in a promotion assessment centre, involving an interview panel.

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

A: 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. It is your responsibility to ask for feedback and arrange this with the nominated panel member.

Q: What do I need to attach along with my application form?

A: Only officers who submit the following will be eligible for the paper sift:

- Completed application form
- Line Manager Recommendation
- Completed Right Track end of year performance review for 2016/2017 including performance and potential rating completed by line manager.
- Copy of Sickness Record

Please note that it is **the candidate's responsibility** to ensure that all documents are collated in good time for the application deadline (it is your responsibility to ensure you have your line manager/s support). Applications without the necessary attachments will not be put forward to paper sift. Candidates who fail to provide the necessary attachments will not have the right to appeal.

Q: I do not have a Right Track review; what should I do?

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

Q: How do I print my Right Track end of year performance review for 2016/2017 from the e-RightTrack system?

A: Click [here](#) for the Right Track Frequently Asked Questions which includes step by step instructions on how to save your completed review as a PDF.

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: Are you running application workshops?

A: A comprehensive guidance pack will be available to download from the E-Recruitment website and also the CDTM intranet page.

In addition DCC Hanstock will be offering the opportunity for interested potential candidates to attend a session where they can find out more about the roles on offer, and what the Panel will be looking for. The date for this session will be advertised in due course. Please email Promotion-and-Assessment@btp.pnn.police.uk to register your interest for this session. Places are limited and will be offered on a first come first served basis"

Section 4

Application Process Checklist

Applicant Checklist		
Have you		
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 line manager to complete?	<input type="checkbox"/>
5.	Answered the competency and values questions on the Application 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 Right Track review and Sickness Record?	<input type="checkbox"/>
9.	Completed the Diversity Monitoring Form?	<input type="checkbox"/>
10.	Submitted your application and supporting documents via E-Recruitment within the deadline.	<input type="checkbox"/>