



**POLICE
SCOTLAND**

Keeping people safe

POILEAS ALBA

Chief Superintendent

Information Pack 2019

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Advert

CHIEF SUPERINTENDENT

Salary £86,433 - £91,179

The Police Service of Scotland (PSOS) is looking for outstanding leaders to join our team. Applications are invited from substantive Chief Superintendents or suitably experienced Superintendents with a minimum of 2 years service in the rank who are ambitious and possess a genuine desire to be at the helm of a division. The successful candidates will focus on keeping people safe, drive change across the police service, inspire partners and play a leading role in ensuring Scotland's communities flourish and become safer and stronger with improved opportunities and a better quality of life.

Police Scotland is currently delivering on Policing 2026, a vision and strategy that will ensure policing continues to meet the evolving threats and demands anticipated over the next decade. The strategy will ensure Police Scotland continues to focus on being an ever more efficient, resilient and forward-thinking organisation. One that is equipped to deal with future challenges, deliver innovative solutions tailored to the circumstances of the country's diverse communities and is transformational in its approach to promoting public confidence and trust in the services it provides.

As a role model for the values of Police Scotland you will contribute to our continuing programme of transformation and demonstrate exemplary leadership in developing partnerships through the continuing journey. Police Scotland expects that execution of all duties will be underpinned by leadership behaviours aligned with our values of Fairness, Integrity and Respect.

The role of Chief Superintendent will be demanding and high profile. You will support the Force Executive to work with the public, private and voluntary sectors across Scotland, the UK and internationally, to deliver positive outcomes for the people of Scotland, while ensuring this vital service can meet the complex challenges of the 21st Century.

For further information and how to apply please contact:

Sergeant Mark Gillespie at the Recruitment Department on 01355 566470 or by email LTDLPolicePromotionProcess@scotland.pnn.police.uk

The closing date for applications is **22nd February 2019**.

Role Description

The Challenge

The Police Service of Scotland was established on 1 April 2013. We are now inviting applications for Chief Superintendents to support the Force Executive in shaping Policing in Scotland to deliver improved outcomes for the people of Scotland.

The Police Service of Scotland is commonly referred to as Police Scotland. Police Scotland is the largest police service in the UK after the Metropolitan Police Service, comprising of more than 17,000 officers serving Scotland's population of more than five million people. In addition there are around 5,500 staff supporting policing in Scotland and the SPA.

Overall Purpose

The most senior local or departmental police manager responsible for setting strategy, standards and operational policy and authorising operational activity in line with legislative powers according to the rank; including responsibility for commanding larger departments, multiple functions or larger geographical areas on a day to day basis.

Key Personal Qualities/Competences

You will be able to demonstrate and evidence a high level of competence and effectiveness in:

- **Serving the public** – Promotes a commitment to public service, and an understanding of public expectation. Provides a service consistent with policing values and Code of Ethics. Ensures staff understand the expectations, changing needs and concerns of different communities, and strives to address them. Builds public confidence by actively engaging with different communities, agencies and strategic local stakeholders, developing partnerships and ensuring people can engage with the organisation at all levels. Understands partners' perspectives and priorities, and works co-operatively with them to deliver the best possible overall service to the public.
- **Leading change** – Establishes a clear future picture and direction for their area of responsibility, focused on delivering the organisation's purpose and strategy. Identifies and implements change needed to meet organisational objectives, thinking beyond the constraints of current ways of working, and is prepared to make radical change when required. Thinks in the long-term, identifying better ways to deliver value for money services that meet both local and organisational needs. Encourages creativity and innovation within their area of responsibility.
- **Leading people** – Inspires people to meet challenging organisational goals, creating and maintaining the momentum for change. Gives direction and states expectations clearly. Talks positively about policing and what it can achieve, building pride and self-esteem. Creates enthusiasm and commitment by rewarding good performance, and giving genuine recognition and praise. Promotes learning and development, giving constructive feedback to help people understand their strengths and weaknesses, and invests time in coaching and mentoring staff.
- **Managing performance** – Creates a clear plan to deliver performance within their area of responsibility, in line with organisational strategy and objectives. Agrees demanding but achievable objectives and priorities for their area of responsibility, and assigns resources to deliver them as effectively as possible. Identifies opportunities to reduce costs and ensure maximum value for money is achieved. Highlights good practice and uses it to address underperformance. Delegates responsibilities appropriately and empowers others to make decisions. Monitors progress and holds people to account for delivery.

- **Professionalism** – Acts with integrity, reflected within the values and ethical standards of the organisation. Delivers on promises, demonstrating personal commitment, energy and drive to achieve successful outcomes. Defines and reinforces standards, demonstrating these personally and fostering a culture of personal responsibility within their area of responsibility. Asks for and considers feedback on own approach, continuing to learn and adapt to new circumstances. Acts with integrity, reflected within the values and ethical standards of the organisation. Delivers on promises, demonstrating personal commitment, energy and drive to achieve successful outcomes.
- **Decision making** – Assimilates complex information quickly, weighing up alternatives and making sound, timely decisions which reflect the Code of Ethics. Gathers and considers all relevant and available information, seeking out and listening to advice from specialists. Asks incisive questions to test facts and assumptions, and gain a full understanding of the situation. Identifies the key issues clearly, and the inter-relationship between different factors. Considers the wider implications of different options, assessing the costs, risks and benefits of each. Makes clear, proportionate and justifiable decisions, reviewing these as necessary.
- **Working with others** – Builds effective working relationships with people through clear communication and a collaborative approach. Maintains visibility to staff and ensures communication processes work effectively throughout their area of responsibility and with partner organisations. Consults widely and involves appropriate people in decision-making, speaking to people in a way they understand and can engage with. Treats people with respect and dignity regardless of their background or circumstances, promoting equality and fairness. Treats people as individuals, showing tact, empathy and compassion. Sells ideas convincingly, setting out benefits of a particular approach, and striving to reach mutually beneficial solutions. Expresses own views positively and constructively, and fully commits to team decisions.

Salary and Conditions of Appointment

Starting salary

The salary for this office will be £86,433 (depending on service within the rank). There will be no bonus payable. Salary is paid on a monthly basis.

Terms of appointment

The appointment will be in accordance with the Police Service of Scotland Regulations 2013 made under the Police and Fire Reform (Scotland) Act 2012. An appointment cannot be confirmed until the successful candidate is certified medically fit by the medical advisor and necessary security clearance checks are complete.

Working Hours

Working hours will be not less than 40 hours per week and such as are needed to fulfil the requirements of the post, subject to the requirements of the Working Time Directive. However, the post holder will have responsibility for representing the service and meeting statutory and operational requirements, often at short notice, which may require working additional hours from time to time. There is a requirement to be contactable 24 hours per day when not on leave or in the absence of a designated deputy. This role will require evening and weekend working including attending meetings and events during these times.

Holiday

The post holder is entitled to leave in accordance with Police Regulations.

Working Duty

The post holder must devote the whole of their time to the duties of the office of Chief Superintendent and will not hold any other appointment or engage in other work except with the prior written consent of the Chief Constable. Relocation expenses may be considered.

Medical

Only successful external candidates will be required to undertake a medical examination.

Termination

Police Officers up to and including the rank of Chief Superintendent must provide one month's written notice (minimum of 28 days) of their intention to resign or retire.

Pension

The office holder will be eligible for membership of the Police Pension Scheme.

Nationality

You can apply for this post as long as you are a UK national or have dual nationality with one part being British. In addition, this post is open to Commonwealth citizens and nationals of any of the member states of the European Economic Area (EEA).

Equality and Diversity

A fundamental requirement is that the appointments process promotes, demonstrates and upholds equality of opportunity and treatment to all applicants. We are committed to appointment on merit and diversity and equality for appointments.

Guidance Notes and Further Information

What do I include in my application form?

You are required to complete all sections of the form.

Applicants are requested to be concise and observe the maximum number of words requested in each section.

It is imperative that you are open and honest with your answers. Evidence needs to be specific and focused on your personal involvement/experience and actions. The appropriateness of your application will be determined by the extent that your evidence relates to the role description and personal qualities.

Please study the Person Specification within the information pack.

On the application form, you are asked to provide evidence that demonstrates a high level of competence and effectiveness in the seven personal qualities/competencies from the Scottish Policing Professional Framework.

You can draw on examples of evidence from your working life, through your participation with a private, public, voluntary or community organisation, and/or other areas of your personal life.

Please observe the maximum word count in each section of the form.

If you do not provide evidence of the personal qualities/competencies for the role, the selection panel will find it difficult to assess your application and may be unable to invite you for interview. The selection panel will not make assumptions – for example - from a job title – as to the skills, knowledge and experience you have gained.

Your application is very important as it is the key document which will determine whether or not you will proceed to assessment and interview and potentially to your appointment.

It is your responsibility to ensure the form is returned by the closing date.

Completed applications should be emailed to:

LTDLTPolicePromotionProcess@scotland.pnn.police.uk

Applicants must meet the required experience as outlined in Regulation 7 of the Police Service of Scotland Regulations 2013

Please do not substitute your completed form for a Curriculum Vitae as this will not be accepted or considered. This is to enable us to consider all applications on an equal basis.

No applications will be accepted after the **closing date 1630 Hours, 22nd February 2019.**

Applicants must disclose any outstanding complaints, criminal convictions, investigations or disciplinary proceedings being carried out in relation to their conduct. In addition, applicants are required to disclose previous disciplinary offences that have not been expunged.

What will happen with my application?

Police Scotland Promotion Team will process your completed application. You will be assessed by the Review Panel on the evidence provided within your application form to determine if you have the necessary skills, knowledge and experience required for the position. The Panel will determine whether you progress to the next stage by 2nd March 2019 with National Selection Panels likely to be commencing from the 1st April 2019.

All applicants who are not selected for the next stage of the process will be advised of the outcome in writing. Feedback can be requested by any applicant who is not progressed to the next stage in the selection process. Feedback will be based on the assessment of your merit in relation to the skills, knowledge and experience required.

What will happen if I proceed to the next stage of selection?

You will be invited, in writing, to participate in a selection process that will include a presentation and interview. If you have a disability you should let us know if you would like reasonable adjustments made for you.

You may wish to arrange a visit to Police Scotland. An evening information seminar will be held on Tuesday 12 February 2019, within Tulliallan Castle, Kincardine with dinner provided. Accommodation is also available. If you are interested in attending this seminar, please email LTDLPolicePromotionProcess@scotland.pnn.police.uk for further details.

During and after the assessment centre, the Selection Panel will record your evidence in relation to all of the published skills, knowledge and experience required for this role and will compile an overall summary of all the evidence gathered.

Who will be on the Selection Panel?

The Selection Panel will be chaired by the Chief Constable and will include a Deputy Chief Constable and the Director of People & Development.

Further details of the Panel members will be provided to all candidates invited for interview who will be asked to indicate at that stage if they know any of the Panel members.

What will happen following the assessment centre?

All applicants will be advised of the outcome of the process in writing.

Feedback will be offered to all applicants. This offer will be contained in the letter you receive after interview.

What happens if I have been chosen as a successful candidate?

Medical – the successful candidate will be required to complete the medical forms included in this pack, however all applicants are asked to familiarise themselves with the forms in advance.

Appointment to Chief Superintendent rank is conditional upon a satisfactory medical examination being conducted.

Vetting – if you require security clearance to Developed Vetting (DV) level we will make arrangements with you to proceed with this immediately, your appointment will be subject to the outcome of this.

Further Information

If you would like to discuss issues related to employment with the Police Service of Scotland, please contact Sergeant Mark Gillespie on 01355 566470 or email:

LTLTPolicePromotionProcess@scotland.pnn.police.uk

Key Documents

Policing 2026 Strategy

Strategic Police Priorities for Scotland

The Strategic Police Plan

Police Scotland Annual Police Plan 2017/18

The SPA's Annual Review of Policing – 2017/18

Workforce Survey 2015

Police and Fire Reform (Scotland) Act 2012

Police Service of Scotland Regulations 2013