



**Ministry
of Defence
Police**

Assistant Chief Constable Organisational Development & Crime

Candidate Information Pack

Application Closing date: 23:59 on 23 February 2020

Sift: Week commencing 24 February 2020

**Interviews are planned to be held during Week commencing 9
March 2020 at the Ministry of Defence Police Headquarters.**

**Welcome Message from the Chief
Constable Andy Adams and the
Chair of the MOD Police Committee,
Sir Brian Burridge**



**Thank you for your
interest in this
exciting opportunity**



The Ministry of Defence Police (MOD Police) is responsible for protecting some of the nation's most important defence assets at a time of increased threat to UK domestic security. These assets include the nuclear deterrent and broader critical national infrastructure.

The MOD Police is a National civilian police force and all officers are warranted Constables provided with constabulary police training: all are members of the Civil Service. The successful candidate will join a force of 2,900 police officers supported by 260 MOD civil servants. The force's main role is armed protective security policing and over 90% of its officers are authorised firearms officers, who are required to comply with the highest professional standards. The MOD Police also has various specialist and armed policing units including the largest marine policing capability in the UK, specialist police dogs and handlers, and a Crime Command dealing with intelligence, investigation and counter-terrorism.

Delivering effective operational policing services and capabilities in support of the security of the Defence estate within the force's allocated budget is a top priority. You will support the Chief Constable by helping to shape policy and practice, communicating a clear direction and driving performance both within the OD&C portfolio and across the force. There is also a key requirement to improve interoperability and to generate more collaboration between forces, not least in improving operational efficiency and effectiveness. If this professional challenge appeals to you, we should be pleased to see your application.

The MDP and the wider MOD is determined to ensure that the profession is representative of modern Britain. We thus welcome and will support applications from candidates from the widest range of backgrounds cultures and experience ,subject to meeting the candidate criteria outlined in this pack.

Andy ADAMS
Chief Constable

Sir Brian BURRIDGE
MOD Police Committee Chair

Background to the MoD Police

The Ministry of Defence Police (widely known as the MDP) was formed in 1971. Its legal basis and jurisdiction is defined in the MoD Police Act 1987

The MoD requires the MDP to provide the following operational services:

- a) Armed Policing and Security in support of the UK's strategic nuclear deterrent;
- b) Armed Policing and Security across other critical defence sites;
- c) Operational Surge through an armed capable mobile and security resource that can be deployed at short notice in response to temporary Defence requirements;
- d) Intelligence gathering and analysis
- e) Crime Prevention, Investigation and Detection
- f) Support to wider UK Government requirements

The MDP also provides support to the US visiting forces and wider government on a repayment basis and with MoD approval, e.g. national infrastructure.

The primary function is armed protective security policing. The Force currently numbers some 2,650 police officers and 250 civilian staff.

The MDP is a national and wholly civilian police force and is quite separate from the service police (Royal Military Police, Royal Navy Police and Royal Air Force Police). All MDP officers are warranted constables provided with constabulary police training. They also receive additional training relevant to their specialist roles, of which a number are unique to MDP (e.g. armed defensive policing to protect the nuclear deterrent). Specifically, most officers are trained to carry a firearm to deter and react to a terrorist attack and for their own protection.

The force's headquarters are at Wethersfield, near Braintree, Essex. However, the force HQ is due to relocate to Wyton in Cambridgeshire in approximately two years' time.

The Chief Constable's senior management team comprises a Deputy Chief Constable; a Senior Civil Servant Head of Corporate Services (CORP); an Assistant Chief Constable Operations and an Assistant Chief Constable Organisational Development and Crime.

The MDP is funded to provide defence establishments, both military and civilian with policing services, and to deliver these according to detailed site-specific agreements. The Force is deployed across the UK at sites such as the Clyde Nuclear Submarine Base, the Atomic Weapons Establishment in Berkshire, and Naval Bases in Portsmouth and Devonport, as well as in smaller complements at other sites where there is a specific requirement for enhanced security.

The Ministry of Defence Vision

The first duty of government is to defend our country and to keep our people safe. Our national security and our economic security go hand in hand. Our strong economy provides the foundation to invest in our security and global influence, which provides more opportunities at home and overseas to increase our prosperity.

In a more dangerous world, we have chosen to use our hard-earned economic strength to support our armed forces and give them what they need to help keep Britain safe. We will increase defence spending every year and continue to meet NATO's target to spend 2% of GDP on defence for the rest of the decade.

In the 2015 Strategic Defence and Security Review (SDSR) we set out plans for stronger defence with more ships, more planes, more troops at readiness, better equipment for Special Forces, and more for cyber. We will protect our people, territories, value and interests, at home and overseas, through strong armed forces and in partnership with allies, to ensure our security and safeguard our prosperity.

We have four strategic objectives:

1. **Protect our People:** We will defend and contribute to the security and resilience of the UK and Overseas Territories, protect our people abroad, maintain the 'Continuous At Sea Deterrent' and conduct operations as required.
2. **Project our Global Influence:** We will contribute to improved understanding of the world and increase our influence in the regions that matter to us, through strategic intelligence and the global defence network. We will reinforce international security and the capability of our allies, partners and multilateral institutions.
3. **Promote our Prosperity:** We will contribute to the UK's economic security, support our industry including through innovation and exports, continue to invest in science and technology and contribute to the wider skills and citizenship development that supports British society.
4. **Maintain a strategic base and integrated global support network and manage the Department of State:** We will maintain an agile strategic base and global support network that enables the command, generation, preparation, projection, sustainment, maintenance, operation and redeployment of military capability in support of the Defence objectives. This reflects the nature of the department as a Strategic Military Headquarters as well as being a Department of State. We will command UK military operations worldwide, while providing the necessary enablers such as infrastructure, equipment, logistics and medical.

Our People

Every hour of every day, our people are supporting operations around the globe protecting Britain's shores, developing world-class weaponry, and partnering with our international allies. However, our success depends on our people – our Whole Force – Regulars and Reservists, civil servants and contractors, all working as one.

We require:

Leadership at every level of Defence that is **Inspiring, Confident** and **Empowering**: making the right decisions at the right time for the right reasons – and learning from the things that go wrong.

Strong Armed Services with a war-fighting ethos and a willingness to adapt, and an effective Ministry of Defence, working together to make Defence stronger.

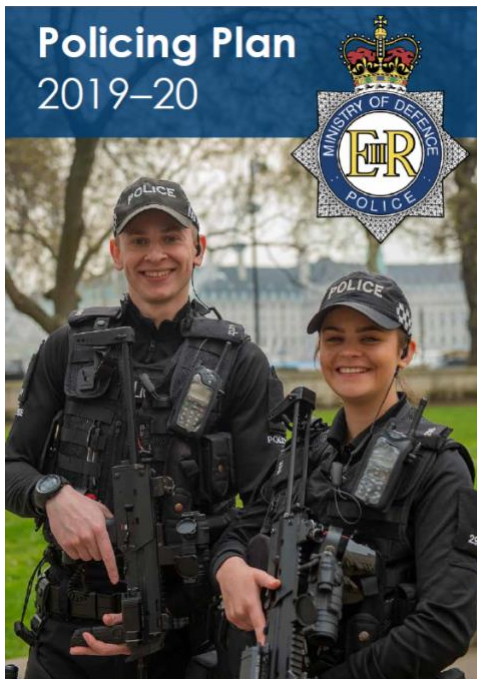
Modern, innovative ways of doing business, where individuals accept responsibility for decisions and we weed out duplication, red-tape, waste and delay.

We employ all kinds of people across a wide range of interesting and rewarding jobs and if you join us you will be doing work that makes a difference and really matter. Click [here](#) to hear more from our staff on their experiences of the Ministry of Defence.

Ministry of Defence Police

Our Policing Plan 2019/20

As well as the information in this pack we invite you to review our 2019/2020 policing plan for further detail on the ACC OD&C portfolio and our wider operational and organisational priorities.



[Ministry of Defence Police - Policing Plan 2019-2020](#)

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Vacancy Description

Job title	Assistant Chief Constable Organisational Development & Crime Portfolio
Vacancy reference	ACC OD&C
Salary	The salary for this role is £ 97,872 p.a. on appointment (With annual increment to the upper point of £110,497 at year 3).

	<p>There will be no performance related pay arrangements.</p> <p>Previous service in rank in other Police Forces will not be applicable to pay point progression.</p>
<p>Vacancy description</p>	<p>This post requires the holder to undergo and maintain Developed Vetting (DV) to STRAP level security clearance (preferably but not mandated all applicants should already hold or have held this level or clearance or equivalent)</p> <p><u>Purpose of Role</u></p> <p>To work directly to the Chief Constable, to make an effective contribution to the work of the Chief Officer Group</p> <p>To provide effective leadership of your portfolio responsibilities and contribute to the overall leadership of the Force - this includes:</p> <p>Leadership of the functions of the Operational Capability Centre (general training, recruit training, policy, doctrine and human factors integration)</p> <p>Leadership of the Firearms Branch (all firearms related matters including training, compliance and policy) and the Force Chief Officer lead for College of Policing Firearms Licence requirements</p> <p>Leadership of Crime Command including Special Branch and the Force Intelligence Management Unit</p> <p>Leadership of Operational Standards Department</p> <p>To develop and implement appropriate and effective strategies and policies to strengthen the function of your portfolio.</p> <p>To support the future force challenges as part of the Home Office Infrastructure Policing Review and the relocation of the current Force Headquarters site before 2020.</p> <p>To take command of policing and operational matters as and when required, including being member of the Gold Command rota.</p> <p><u>Principle Responsibilities</u></p> <p>Provide operational leadership, authorising, advising on and directing operations as required.</p>

	<p>As a permanent member of the Chief Officer Group, to contribute to the development, communication and implementation of strategies and decisions.</p> <p>Provide leadership and management of performance within your allocated portfolio area, in accordance with agreed timelines, reviewing, monitoring and taking appropriate action when developmental aspects are identified.</p> <p>Representing MDP at portfolio and management meetings external to the Force, to ensure appropriate engagement with stakeholders.</p> <p>Representing MDP nationally on all NPCC Firearms matters to ensure interests and requirements of the Force are met.</p> <p>Ensure, as appropriate, that the Force is fully compliant in discharging any statutory responsibilities.</p> <p>Ensure the maintenance of discipline, efficiency, training, welfare and career development of all staff within your allocated portfolio.</p> <p>Promote diversity, inclusion and equality of opportunity and fair treatment in your leadership style and management approach.</p>
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<p>Person Specification</p>	<p>Essential criteria</p> <p>Candidates must be able to demonstrate the following essential criteria. These requirements will be further developed and discussed with those candidates shortlisted from sift for interview:</p> <p>Has held (within the last 12 months) the rank of Chief Superintendent, ACC/Commander or a more senior rank in a UK Police Force.</p> <p>Has successfully completed the Senior Police National Assessment Centre (PNAC) and the Strategic Command Course (SCC), (current SCC attendees will be eligible for consideration subject to successful completion).</p> <p>Firearms Strategic Commander qualified (or capable of qualifying and maintaining) - in order to undertake Gold level command for spontaneous firearms incidents and to undertake the role of Force Duty Officer.</p> <p>Evidence of extensive operational policing experience across a broad range of areas, including planning and commanding critical and serious incidents.</p>
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Pass the Force entry fitness test on recruitment (currently 7.6 on the bleep test) and annually thereafter.

Understanding of relevant policies and Authorised Professional Practice, especially in the area of Firearms.

Evidence of success in leading and managing change across a wide area of responsibility that had implications and impact on other portfolio holders.

Evidence of success in working with internal and external stakeholders to develop Force initiatives and partnerships.

Behaviours

Resolute, compassionate and committed	
We are emotionally aware	Level 3
We take ownership	Level 3
Inclusive, enabling and visionary leadership	
We are collaborative	Level 3
We deliver, support and inspire	Level 3
Intelligent, creative and informed policing	
We analyse critically	Level 3
We are innovative and open-minded	Level 3

Skill set:

Knowledge of developing legal, political, economic, social, technological and environmental factors and an understanding of the implications for strategic planning.

Knowledge of any local, regional and national policies, strategies and initiatives and an understanding within the policing context.

Able to embrace personal accountability and be capable of holding individuals and the organisation to account for performance.

Wide ranging operational law enforcement experience.

Experience of implementing an effective performance management framework.

Experience of accountability of significant budgets.

Up to date operational/technical policing knowledge.

Authorising Officer training – desirable.

Skilled in the development of ambitious strategy and policy, aligned to operational realities.

Able to create operational plans which balance complex and conflicting resource demands and enable the achievement of strategic goals.

Able to manage substantial financial, people and material resources, demonstrating high levels of commercial acumen to balance complex competing demands on resources by making appropriate risk-based decisions within the available budget.

Able to drive strategic organisational change that reshapes the services or functions delivered by the Force, to deliver appropriate responses to emerging trends and issues.

Able to scan the internal and external horizon, identifying emerging trends and issues and to use these to inform strategic policing.

Able to operate with high levels of political savviness, skilled in impacting the internal and external political landscape effectively.

Able to use a wide range of high impact communication and influencing techniques and methods to successfully negotiate, collaborate and influence change at the most senior levels and across a range of stakeholders.

Skilled in maintaining an effective critical adviser role to more senior positions.

Skilled in building and maintaining productive stakeholder relationships at senior levels, being able to resolve issues and to reconcile conflicts of interest.

	<p>Skilled in leading, developing and inspiring people, engaging the organisation with strategic priorities, values and behaviours.</p> <p>Able to embrace personal accountability and be capable of holding individuals and the organisation to account for performance and behaviours.</p> <p>Able to identify, commission and implement new or improved technologies/services that have a transformational impact on Force service delivery and/or cost.</p>
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Recruitment process

How to apply	<p>To apply for this post please submit your application forms by 23:59 on 23 February 2020. You will be required to provide the following information:</p> <ul style="list-style-type: none"> • Some basic, personal information (recruitment form). • A CV setting out your career history, with responsibilities and achievements. • A statement of suitability (1200 words max) explaining how you consider your personal skills, qualities and experience provide evidence of your suitability for the role, regarding the essential criteria set out in the person specification.
Civil Service Recruitment Principles	<p>Selection for appointment is on merit, on the basis of fair and open competition, as outlined in the Civil Service Commission's Recruitment Principles.</p>
Closing Date	<p>The deadline for applications is 23:59 on 23 February 2020.</p>
Further Information	<p>For further information regarding role specifics candidates may contact the MDP (DBS) recruitment team who will arrange contact with an appropriate member of the MDP Chief Officer Group.</p>

<p>Overview of the process</p>	<p>The DBS Recruitment Service will acknowledge your application and advise you of the outcome of the sift meeting.</p> <p>Applications will be sifted by the panel to select those demonstrating the best fit with the post. The final short list candidates will be invited to a selection panel interview.</p> <p>The selection panel will include Chief Constable Andy Adams, Deputy Chief Constable Gareth Wilson and an MOD Police Committee Member.</p> <p>An independent Defence People HR Business Partner will also observe and support the process of the sift and interview stages.</p> <p>Please note that interview panel arrangements will be provided to shortlisted candidates prior to interview.</p>
<p>Arrangements for interview</p>	<p>Expenses incurred by candidates during the recruitment process will not be reimbursed by the Department except in exceptional circumstances and only when agreed in advance.</p> <p>The interview stage (week commencing 9 March 2020) will be held in MOD Police Headquarters, Wethersfield, Braintree, Essex CM7 4AZ.</p> <p>Prior overnight onsite accommodation may be made available on request for candidates with significant travel requirements.</p>
<p>Assessment</p>	<p>The main process for this position will be by application, sifting and selection interview.</p> <p>Candidates will also need to pass fitness assessment at 7.6 Bleep test level.</p> <p>Selected/reserve candidates must also pass a general MDP recruitment medical following the interview stage.</p>
<p>Reserve lists</p>	<p>We may hold/indicate applicants found acceptable at interview on a reserve list until the vacancy is confirmed as filled and the selected candidate has formally accepted the post.</p>

Indicative Timeline

Please note that these dates are only indicative at this stage and could be subject to change. If you are unable to meet these timeframes, please let us know in your application letter.

The anticipated timeline is as follows:

Advert Closing Date	23:59 on Sunday 23 February 2020
Short List sift meeting	Week commencing 24 February 2020
Selection Interviews	Week commencing 9 March 2020 at MDP HQ Wethersfield. Please note – candidates selected for interview will be required to undertake a pre-interview Staff Engagement Exercise at MDPHQ Wethersfield during week commencing 2 March 2020.

Candidates are asked to note the above timetable, exercising flexibility through the recruitment and selection process.

Terms, Conditions & Benefits

Eligibility	<p>All candidates must have held (within the last 12 months) the rank of Chief Superintendent, ACC / Commander or a more senior rank in a UK Police Force</p> <p>All candidates must have successfully completed the Senior Police National Assessment Centre (PNAC) and the Strategic Command Course (SCC). Current SCC attendees will be considered eligible for consideration subject to their anticipated successful course completion.</p> <p>Ideally candidates should be Firearms Strategic Commander qualified (or capable of qualifying as a condition of employment) in order to undertake Gold level command for spontaneous firearms incidents, and to undertake the role of Force Duty Officer.</p>
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Appointment term	Permanent
Working arrangements	This role is full-time
Salary Range	<p>This post is at Assistant Chief Constable pay arrangements of the Ministry of Defence Police.</p> <p>£ 97,872 p.a. on appointment with an upper annual incremental point of £110,497 p.a. at year 3.</p> <p>Previous service in the rank will not be transferrable regarding pay points.</p>
Terms and Conditions	<p>All candidates will be required to evidence the following requirements:</p> <p>Undergo and pass drug and alcohol testing upon recruitment, during probation and thereafter be part of the random drug and alcohol testing programme.</p> <p>Must be able to pass the annual Personal Safety Training qualification.</p> <p>Will hold a full UK Driving Licence.</p> <p>Pass the Force fitness test on recruitment (currently 7.6 on the bleep test) and thereafter annually.</p>
Location	<p>MDP HQ is currently located in Wethersfield.</p> <p>However, the Force's HQ is due to relocate to Wyton, Cambridgeshire in approximately two years' time.</p>
Travel required	<p>The nature of the role will require regular travel to MOD Main Building London, Nuclear operational centres in Berkshire and in Scotland and MDP stations across the UK. There may also be some infrequent overseas travel required.</p> <p>Travel and subsistence costs will be reimbursed in line with departmental policy.</p>

<p>Security Clearance</p>	<p>Before the appointment of the successful candidate can be confirmed, the Department will undertake background security checks. As part of this, we will need to confirm your identity, employment history over the past three years (or course details if you were in education), nationality and immigration status and criminal record (unspent convictions only).</p> <p>The successful candidate must hold or be willing to obtain clearance to Developed Vetting (DV) level. This process will include a personal private interview with a member of the Government National Vetting Agency.</p>
<p>Reserved for UK Nationals</p>	<p>Certain posts, notably those concerned with security and intelligence might be reserved for British citizens.</p> <p>This is a reserved post.</p> <p>The post holder will have access to sensitive information directly and indirectly from a wide range of sources at home and abroad to ensure the protection of the Defence's most sensitive assets. This means that UK nationality is required in order to meet the requirements imposed by our partners and allies in having access to such information.</p>
<p>Conflicts of Interest</p>	<p>Candidates must note the requirement to declare any interests they may have that might cause questions to be raised about their approach to the business of the Department. They are required to declare any relevant business interests, shareholdings, positions of authority, retainers, consultancy arrangements or other connections with commercial, public or voluntary bodies, both for themselves and for their spouses/partners.</p> <p>The successful candidate will be required to relinquish any conflicting interests and his/her other business and financial interests may be published.</p>