

SCOTTISH POLICE
AUTHORITY



POLICE
SCOTLAND
Keeping people safe

ASSISTANT CHIEF CONSTABLE

INFORMATION PACK 2017

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Advert

ASSISTANT CHIEF CONSTABLE

SALARY £117,312

REF NO: POI/389/16

The Scottish Police Authority (SPA) is looking for an outstanding leader to join Police Scotland's Executive Team. The successful candidate will focus on keeping people safe, drive change across the police service, inspire partners nationally and locally 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.

The SPA and Police Scotland are currently consulting on Policing 2026, a draft 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 our partnerships and through our continuing journey of change.

The role of Assistant Chief Constable will be demanding and high profile. You will supporting the Chief Constable 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.

The role will have regional responsibility for local policing delivery. It is based primarily in Tulliallan, Fife, however, the post holder will also require to travel regularly throughout Scotland and the UK.

For further information and how to apply please contact Inspector Angela McHendry at Police Officer Internal Recruitment on **01355 566354** or by email **angela.mchendry@scotland.pnn.police.uk**

Closing date for applications is **Friday 7 April 2017 at 1630hrs**

Role Description

The Challenge

The Police Service of Scotland was established on 1 April 2013. Mr Phil Gormley QPM, the Chief Constable, and is now inviting applications for an Assistant Chief Constable to join the Executive Team to support him 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 more than 17,234 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.

The ACCs form a key part of the Executive Team that will lead the service building on the excellent performance of Scottish policing, and ensuring that this vital public service can meet the complex challenges of the 21st Century.

Overall Purpose

To support the Chief Constable in leading Police Scotland in line with the statutory policing priorities; to contribute to the delivery of all Scotland's National Outcomes, in particular to enable all people in Scotland to live lives that are safe from crime, disorder and danger.

Core Duties

All ACCs will have the following core responsibilities:

- To maintain local service delivery through leadership/support to local command teams.
- To contribute, through leadership of his/her area of responsibility, to the achievement of the stated aims of police reform.
- To protect and improve local services.
- To create more equal access to specialist support and national capacity.
- To strengthen the connection between service and communities.
- To support the continued evolution of the service by driving change through finding new ways of working, maintaining and improving performance, delivering efficiencies and cashable financial savings.
- To provide clear direction and ethical leadership in delivering policing, to both police officers and police staff and proactively demonstrating and reinforcing our values of fairness, integrity and respect in all that they do.
- To demonstrate personally the highest standards of professionalism and public service within the service and beyond as the role requires.
- To work in strategic partnership with local authorities, community planning partnerships and national and international partners to deliver improved outcomes for the people of Scotland.

Person Specification

Essential Criteria

- Successfully completed the Strategic Command Course, as organised by the College of Policing, or equivalent.
- Successfully completed SPNAC.
- Previous experience serving with a UK Police Force or policing organisation at the rank of superintendent or above, for at least two years.

Essential Experience

- You will have sound experience in leadership and management within a policing organisation, including the operational command of police officers at senior level.
- You will have a successful record of leading change and continuous improvement in your previous roles including driving a high quality of service, achieving efficiencies and financial savings.
- You will be able to demonstrate successful leadership, and involvement in, partnerships in the public and private sectors to improve the delivery of outcomes.
- You will have extensive senior management experience, including a record of promoting equality, fairness, dignity and trust.

The applicant must:

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 real belief in public service, focusing on what matters to the people of Scotland and will best serve their interests. Ensures that all staff understand the expectations, changing needs and concerns of different communities, and strive to address them. Builds public confidence by actively engaging with different communities, agencies and strategic stakeholders, developing effective partnerships at a local and national level. Understands partners' perspectives and priorities, working co-operatively with them to develop future public services within budget constraints, and deliver the best possible overall service to the public.
- Leading strategic change – thinks in the long term, establishing a compelling vision based on the values of the police service, and a clear direction for the organisation. Instigates and delivers structural and cultural change, thinking beyond the constraints of current ways of working, and is prepared to make radical change when required. Identifies better ways to deliver value for money services that meet both local and national needs, encouraging creativity and innovation within the service and partner organisations.

- **Leading the workforce** - 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 throughout the service by rewarding good performance, and giving genuine recognition and praise. Promotes learning and development within the service, giving honest and constructive feedback to colleagues and investing time in coaching and mentoring staff.
- **Managing performance** – realises the Scottish Government’s Justice Outcomes by establishing a clear strategy and ensuring appropriate structures are in place to deliver. Sets ambitious but achievable timescales and deliverables, and monitors progress to ensure strategic objectives are met. Identifies and removes blockages to performance, managing the workforce and resources to deliver maximum value for money. Defines what good performance looks like, highlighting good practice. Confronts underperformance and ensures it is addressed. Delegates responsibilities appropriately and empowers people to make decisions, holding them to account for delivery.
- **Professionalism** – acts with integrity, in line with the values and ethical standards of the Police Service. Delivers on promises, demonstrating personal commitment, energy and drive to get things done. Defines and reinforces standards, demonstrating these personally and fostering a culture of personal responsibility throughout the organisation. Asks for and acts on feedback on own approach, continuing to learn and adapt to new circumstances. Takes responsibility for making tough or unpopular decisions, demonstrating courage and resilience in difficult situations. Remains calm and professional under pressure and in conditions of uncertainty. Openly acknowledges shortcomings in service and commits to putting them right.
- **Decision making** - assimilates complex information quickly, weighing up alternatives and making sound, timely decisions. 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 impact and implications of different options at a local, national and international level, assessing the costs, risks and benefits of each. Prepared to make the ultimate decision, even in conditions of ambiguity and uncertainty. Makes clear, proportionate and justifiable decisions, reviewing these as necessary.
- **Working with others** - builds effective working relationships through clear communication and a collaborative approach. Maintains visibility and ensures communication processes work effectively throughout the service and with Community Planning Partners and other external organisations. Consults widely and involves people in decision-making, speaking in a way they understand and can engage with. Treats people with respect and dignity regardless of their background or circumstances, promoting equality and the elimination of discrimination. Treats people as individuals, showing tact, empathy and compassion. Negotiates effectively with local and national bodies, representing the interests of the police service. Sells ideas convincingly, setting out the benefits of a particular approach, and striving to reach mutually beneficial solutions. Expresses own views positively and constructively. Fully commits to team decisions

Salary and Conditions of Appointment

Starting salary

The salary for this office will be £117,312. 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 Location

The majority of work will be carried out from Tulliallan Castle, Alloa FK10 4BE however the nature of the work will also require travel throughout Scotland and across the UK.

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 Assistant Chief Constable and will not hold any other appointment or engage in other work except with the prior written consent of the Scottish Police Authority.

Medical

Only the successful candidate will be required to undertake a medical examination.

Security Clearance

The successful applicant will be required to obtain security clearance at DV (Developed Vetting) level if not in place on appointment.

Relocation

A relocation package may be available to the successful candidate should he or she be required to move house as a result of this appointment. The value of any package will be agreed between the individual appointed and the Scottish Police Authority.

Candidates need to be aware that Her Majesty's Revenue and Customs (HMRC) treat such payments as a taxable benefit and will be the responsibility of the individual officer.

Termination

Termination is subject to three calendar months' notice in writing by either side.

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 both the:

- essential criteria for the post; and
- seven personal qualities/ competencies from the 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 all the essential criteria AND 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.

The successful candidate will be appointed subject to a medical.

Completed applications should be emailed to:
policeofficerinternalrecruiting@scotland.pnn.police.uk
or by post, marked Private and Confidential to:

*Angela McHendry
Inspector
Police Officer Internal Recruiting
Force Training and Recruitment Centre
Eaglesham Road
G75 8GR*

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 **Friday 7 April 2017 at 1630hrs.**

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 for post of Assistant Chief Constable?

Police Scotland Internal Recruitment will process your completed application. You will be assessed by the Selection 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 Selection Panel will determine whether you progress to the next stage by mid April with interviews likely to be commencing from the 24th of April.

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 invited for assessment and you have a disability you should let us know if you would like particular arrangements made for you. Contact details will be provided in your invitation to interview letter.

You may wish, at your expense, to arrange a visit to both the Scottish Police Authority and Police Scotland. If you would like us to arrange an itinerary please contact Inspector Angie McHendry by telephone on **01355 566 359** or by email: **angela.mchendry@scotland.pnn.police.uk**

During and after the interview 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 includes:

- Scottish Police Authority Board member
- Police Scotland Deputy Chief Constable

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.

Can I claim my expenses for attending assessment and interview?

You can claim for reasonable expenses incurred in attending for assessment and interview, including dependent carer expenses. It is expected that the most efficient and economic means of travel will be used and reimbursement will normally be restricted to that amount. When an overnight stay is necessary, you must contact Inspector Angie McHendry by telephone on 01355 566 359 or by email: angela.mchendry@scotland.pnn.police.uk

What will happen following the interview?

The Panel will make its decision on the basis of all evidence presented by candidates. All applicants will be advised of the outcome of the appointment process in writing.

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

What happens if I have been chosen as the 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 Senior Officer rank is conditional upon a satisfactory medical examination being conducted by the Chief Medical Officer for the Scottish Police Authority.

PART A is an initial screening form which you should take to your own General Practitioner or Medical Advisor for completion. In particular, it would be of assistance if you could have blood pressure and urine sample testing carried out and have the doctor complete the appropriate box on the form.

PART B is the main medical questionnaire used by the Scottish Police Authority and will enable the CMO to consider if any further information might be necessary in conjunction with the subsequent medical examination.

Parts A and B should be returned to Inspector Angela McHendry, Recruitment, Police Scotland at angela.mchendry@scotland.pnn.police.uk as soon as possible. The Authority's CMO will then arrange a medical examination.

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 Inspector Angela McHendry, Recruitment, Police Scotland on: **01355 566 359** or email: angela.mchendry@scotland.pnn.police.uk

Key Documents

[Policing 2026 Strategy](#)

[Strategic Police Priorities for Scotland](#)

[The Strategic Police Plan](#)

[Police Scotland Annual Police Plan 2016/17](#)

[The SPA's Annual Review of Policing – 2015/16](#)

[Workforce Survey 2015](#)

[Police and Fire Reform \(Scotland\) Act 2012](#)

[Police Service of Scotland Regulations 2013](#)

