

# ASSISTANT CHIEF CONSTABLE INFORMATION PACK 2021



# EXCEPTIONAL LEADER SOUGHT FOR POLICE SCOTLAND

03

A MESSAGE  
FROM THE CHAIR

04

A MESSAGE FROM  
THE CHIEF CONSTABLE

05

ADVERT

06

POLICE SCOTLAND

07

ROLE PROFILE

08

PERSON SPECIFICATION

09

SALARY AND CONDITIONS  
OF APPOINTMENT

11

RECRUITMENT PROCESS

12

LINKS TO KEY INFORMATION



**Martyn Evans**  
Chair,  
Scottish Police Authority

## A MESSAGE FROM THE CHAIR OF THE SCOTTISH POLICE AUTHORITY

Thank you for your interest in joining Police Scotland as an Assistant Chief Constable.

The Scottish Police Authority is seeking experienced and skilled police leaders to join the leadership team of the UK's second largest police service. This is a unique opportunity to help shape one of Scotland's largest and most important public services.

Working collaboratively with other partners and organisations, Police Scotland is at the heart of delivering the shared goal of keeping people safe and ensuring that Scotland's diverse communities are supported and protected.

Policing in Scotland has proud values and traditions and more than 23,000 police officers and police staff. We are determined to build on these foundations, innovate where possible and continue to deliver the best possible police service as we adapt to meet the needs of a changing Scotland.

We can offer the right individual a significant opportunity supporting the Chief Constable in leading policing in Scotland during a challenging and exciting period.

If you believe that you possess the skills, capabilities and commitment required, I would encourage you to consider applying to join the leadership team of Police Scotland as an Assistant Chief Constable.



**Iain Livingstone, QPM**  
Chief Constable

## A MESSAGE FROM THE CHIEF CONSTABLE

Thank you for your interest in joining the leadership team at Police Scotland.

As an Assistant Chief Constable you will be responsible for a significant portfolio. You will support me as Chief Constable and report to one of my four deputies, each of whom has wide ranging responsibilities.

Police Scotland was established on 1 April 2013. We are the second largest service in the United Kingdom, with 23,000 officers and staff working together for the people of Scotland across a unique range of urban, rural, island and remote communities.

This is an opportunity to take a key role in an organisation which has stability and ambition. Public service lies at the heart of our mission and values and you will lead the implementation of improvement plans to enable officers and staff to serve our communities.

Your leadership will be crucial in driving work to meet our priorities, upholding and embedding our core values and behaviours to build an effective, inclusive and representative Service.

Police Scotland and its leaders are rightly subject to intense public scrutiny. At a personal level, the role of Assistant Chief Constable is high profile and very demanding, requiring resilience and commitment.

The successful applicants will enhance a focused organisation with a shared mission and purpose to improve the safety and wellbeing of people, places and communities in Scotland.

## ASSISTANT CHIEF CONSTABLE OF POLICE SCOTLAND

**Salary: £124,504**

plus car and comprehensive relocation package available

**The Scottish Police Authority (SPA) is seeking Assistant Chief Constables to join Police Scotland, the second largest police service in the UK with a workforce of more than 23,000 police officers and staff and a budget of more £1.3 billion.**

Established in 2013, Police Scotland is a vital national service that serves a population of more than five million people in cities and towns and across rural and island communities. Its purpose is to improve the safety and wellbeing of people, places and communities across Scotland.

You will work in support of the Chief Constable to build on the proud history and achievements of Scotland's police service and will play a major part in shaping the future of policing in Scotland.

Working with colleagues, partners and stakeholders, you will make an excellent contribution to the nation's social and economic wellbeing through the delivery of innovative, effective and efficient public services.

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.

You will have excellent skills in relationship building, influencing and communication, and you will be able to inspire and motivate others. You will be a collaborative leader who thrives on challenge and complexity and will be

confident and resilient in dealing with high levels of scrutiny and accountability. This is one of the most significant, challenging and rewarding police leadership roles in the UK and offers an unparalleled opportunity to make a positive difference to people's lives and to help shape Scotland's future.

*We are committed to developing a diverse workforce and to promoting an organisational culture where everyone is treated with dignity, fairness and respect. Applications from all under-represented groups at senior officer level would be particularly welcome.*

For further information and an application pack please visit [www.spa.police.uk](http://www.spa.police.uk)

**Closing date:  
Sunday 9th January 2022**

## POLICE SCOTLAND

Police Scotland was formally established on 1 April 2013 and is responsible for policing across the length and breadth of Scotland. The creation of Police Scotland has been one of the biggest public service reforms since the Scottish Parliament was established in 1999. Police Scotland's statutory purpose is to improve the safety and wellbeing of people, places and communities across Scotland. The policing principles outlined in the Police and Fire Reform (Scotland) Act 2012 state that the service must work in collaboration with others where appropriate and seek to fulfil its purpose in a way that is accessible to, and engaged with local communities and also promotes measures to prevent crime, harm and disorder.

Since 2013, frontline services have been maintained and enhanced, and communities across the country now have equal access to a range of specialist policing services. During this period, Police Scotland has been at the forefront of UK policing, setting a benchmark for evidence-based policing tactics and strategies, responding flexibly to diverse local communities, and working collaboratively with local authorities and others.

The challenge now is to build on the achievements of the last eight years by accelerating the pace of change to ensure that Police Scotland can serve the needs of a changing Scotland. The scale of that challenge is significant, and learning from experiences across the UK and internationally will be critical. The SPA and Police Scotland set out a direction for policing in our Strategic Police Plan which is amongst the most ambitious of any public service in the UK. This strategy has recently been reviewed following the publication of the Scottish Government's new Strategic Police Priorities for Scotland.

You can find out more about Police Scotland at [www.police.scotland.uk](http://www.police.scotland.uk)



## ROLE PROFILE

The Assistant Chief Constables of Police Scotland support the Chief Constable to deliver policing in Scotland in accordance with the policing principles:

- That the main purpose of policing is to improve the safety and wellbeing of persons, localities and communities in Scotland, and that the Police Service, working in collaboration with others where appropriate, should seek to achieve that main purpose by policing in a way which is accessible to and engaged with local communities, and promotes measures to prevent crime, harm and disorder.

### KEY RESPONSIBILITIES

Assistant Chief Constables are required to be visible and inspirational leaders with considerable operational experience to:

- maintain and improve local service delivery through highly effective leadership and support to local command teams;
- lead delivery in their areas of responsibility of reforms which implement Police Scotland's strategic plan, including through improving performance, increasing efficiency and delivering financial savings;
- deliver equal access to specialist support and national capacity;
- strengthen the connection between policing and communities;
- provide clear direction and ethical leadership in delivering policing, to police officers and staff, proactively demonstrating and reinforcing values of fairness, integrity and respect in all that they do;
- demonstrate personally the highest standards of professionalism and public service; and
- work in strategic partnership with other agencies including local authorities, community planning partnerships and national and international partners to deliver improved outcomes for the people of Scotland.

The full range of statutory duties for the post of Assistant Chief Constable can be found in the [Police and Fire Reform \(Scotland\) Act 2012](#) and includes planning, assessing performance and securing best value.

## PERSON SPECIFICATION

### QUALIFICATIONS AND TRAINING

The applicant must:

- hold or have held substantively the rank of Superintendent or above in a relevant police force or policing organisation, as defined in the regulations, for at least two years; and
- have successfully passed Senior Police National Assessment Centre (SPNAC); and
- have successfully passed a relevant police Strategic Command Course (SCC), organised by the College of Policing, or equivalent.

### ESSENTIAL CRITERIA

The successful candidate must demonstrate:

- strong experience in leadership and management within a policing organisation, including substantial and challenging command of police officers and police staff at senior level;
- significant experience of commanding policing within a complex operational environment;
- a successful record of leading change and continuous improvement, including driving a high quality of service, achieving efficiencies and financial savings;
- the ability to build trusting relationships and partnerships with colleagues and with other organisations in order to deliver outcomes which no single agency can achieve alone; and
- extensive senior management experience, including a record of promoting equality, fairness, respect and trust and of building and motivating teams which achieve more than the sum of their parts.

## KEY COMPETENCIES

The successful candidate will be expected to demonstrate and evidence a high level of competence and effectiveness against the six competencies detailed within the Police Scotland [Competency and Values Framework](#) (further details of which are set out in the accompanying application guidance note):

1. We are emotionally aware
2. We take ownership
3. We are collaborative
4. We deliver, support and inspire
5. We analyse critically
6. We are innovative and open-minded

## SALARY AND CONDITIONS OF APPOINTMENT

### SALARY

The salary for this office will be £124,504 plus car and comprehensive relocation package and 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 the work will be carried out from the Police Scotland Headquarters, Tulliallan Castle, Kincardine, Fife, FK10 4BE. However, the role will also require travel across Scotland and the wider UK to discharge the duties of the post.

### WORKING HOURS

Working hours will be no fewer than 40 hours per week and such as are needed to fulfil the requirements of the post. 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. 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 the Assistant Chief Constable and will not hold any other appointment or engage in other work except with the prior written consent of the SPA.

### 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

Applicants must be a British citizen, a member of the EU or other states in the EEA, a Commonwealth citizen or a foreign national free of restrictions. You should also have been resident in the UK for a minimum of three years immediately prior to application.



## RECRUITMENT PROCESS

### FURTHER INFORMATION

For an informal and confidential discussion about this role, please contact Jude Helliker, Director of People and Development, [DirectorPeopleandDevelopment@scotland.pnn.police.uk](mailto:DirectorPeopleandDevelopment@scotland.pnn.police.uk)

### APPLICATION

Please submit a completed application form along with a short covering letter explaining why you are the right candidate for this role. The accompanying guidance note should be reviewed before completing your application. Both documents should be e-mailed to [ExecRecruitment@spa.pnn.police.uk](mailto:ExecRecruitment@spa.pnn.police.uk).

The deadline for receipt of completed applications is Sunday 9th January 2022.

### EQUALITY AND DIVERSITY

The SPA is committed to an appointment process which promotes, demonstrates and upholds equality of opportunity and treatment to all applicants. We are committed to appointment on merit and to diversity and equality in appointments. To assist us to monitor the effectiveness of our equality and diversity practices we would encourage you to complete the accompanying monitoring form. This form will be separated from your application form prior to the selection process.

### SELECTION PANEL

The Selection Panel will be chaired by Martyn Evans, Chair of the Scottish Police Authority and will include:

- Iain Livingstone QPM, Chief Constable of Police Scotland
- Fiona McQueen, SPA Board Member
- Albert Tucker, Independent Member

Gill Imery QPM, HM Chief Inspector of Constabulary in Scotland will be an external advisor to the panel and will observe its discussions with candidates.

### SHORTLISTING

Shortlisting is scheduled for 11th January and outcome decisions will be available shortly after. All applicants will be kept updated as soon as details are available. Nominated referees for shortlisted candidates will be contacted after applicants have been notified that they are proceeding to interview.

### FAMILIARISATION EVENT

An online familiarisation event has been arranged for Wednesday 22 December from 4pm – 6pm. Members of the Police Scotland Executive Team will be available to answer any questions that candidates may have in advance of submitting their application. If interested in attending this event, please email [ExecRecruitment@spa.pnn.police.uk](mailto:ExecRecruitment@spa.pnn.police.uk) and the Microsoft Teams link will be sent to you.

## LINKS TO KEY INFORMATION

### ASSESSMENT AND INTERVIEW

Psychometric assessment will be sent to shortlisted candidates with a timeline for completion and return.

Shortlisted candidates will be invited to attend a face to face assessment on 20th and 21st of January 2022 at Scottish Police College Jackton subject to covid 19 restrictions.

Contingency arrangements are in place for a virtual assessment on the same dates should covid 19 restrictions be in place.

Accommodation can be provided on site; please advise on application if this is required.

### MEDICAL

The successful candidate will be required to complete a medical assessment.

### SECURITY CLEARANCE

The successful candidate should expect to be required to obtain security clearance up to DV (Developed Vetting) level if not in place on appointment.

### RELOCATION

A relocation package may be available to the successful candidate should they be required to move house as a result of this appointment.

- [Strategic Police Priorities for Scotland](#)
- [Strategic Police Plan](#)
- [Scottish Police Authority 2021/2022 Budget](#)
- [SPA Annual Report and Accounts 2020/21](#)
- [Police Scotland Code of Ethics](#)
- [Police and Fire Reform \(Scotland\) Act 2012](#)
- [Police Service of Scotland Regulations 2013](#)



