

# Northumbria Police

## Promotion Process 2020

### Submission Form: Applicant Guidance

This guidance is for internal and external applicants to support completion of the submission form.

## Introduction

Welcome to the 2020 Northumbria promotion process. This document should be used to support your completion of the submission form. The submission form contains a checklist of tasks for the application process. You should ensure you are familiar with this. **It is important that you allow sufficient time for all stages to be completed before the submission form deadline.**

## Readiness for promotion

It is important you reflect on your readiness for promotion and the promotion process aims to assist you in your development towards the next rank. Self-reflection, feedback from others, promotion and development information events run by your local Development Ambassador, professional development conversations with your line manager or access to a mentor may also assist in determining your readiness.

### Self-reflection

Engaging in self-reflection will allow you to consider your readiness for promotion through your strengths, areas for development and what you would bring to the role – ask yourself, ‘why me, why now?’.

You can also use these reflective questions to support your self-reflection:

- Am I performing well and demonstrating competence in my current role?
- Do I understand my strengths and areas for development?
- What have I done to develop myself for the future?
- Do I demonstrate the competencies and values needed at the next rank?
- Am I assessed as ready for promotion through my professional development conversations with my line manager?

### Feedback from others

Asking people for feedback on your performance at work can be valuable to assist in your development. This could include your colleagues, people you manage, your mentor or others you work closely with. As a leader, understanding the impact you have on others is crucial. You can gather this feedback through asking:

- What are my strengths and development areas?
- What should I continue to do?
- What should I start doing?
- Is there anything I should be mindful of in my approach?
- How could I improve my approach in that area?

### Promotion and development information events

Your local Development Ambassador will run events with a representative from People Services. The aim of this event is to support you to consider your readiness by familiarising you with promotion and working on your development plans.

## Professional Development Conversation

It is expected professional development conversations have already taken place around development towards the next rank prior to applying for promotion. If you believe you are ready to apply for promotion, you should have previously identified what you need to do to be ready for the next rank and how you can get there. This could have been through discussions with your line manager, identified through PDR, feedback, mentoring, SWOT analysis, CPD, project work, involvement in areas on top of role responsibilities or on the job learning. The list is not exhaustive.

The launch of promotion provides you with the opportunity to re-evaluate and reflect on your development to date and discuss this with your line manager. This professional development conversation should reflect on your achievements, strengths and development areas in readiness for promotion. It could be you are 'ready now', even with some development needed in the next rank or you should continue your development (as there are significant areas) and work towards being ready for promotion in the future; you should refer to the '2020 Professional Development Conversations – Promotions guidance' document for more information.

### I feel 'ready now' for promotion

If you feel 'ready now', you should also use the professional development conversation with your line manager as an opportunity to agree timelines for the submission form assessments. If you are an internal applicant, your local SMT may set their own deadlines to ensure enough time for line manager assessment and SMT moderation.

You should complete the submission form electronically, including the declarations. The submission form should then be forwarded to your line manager to complete their assessment. This assessment will use all of the evidence in the submission form to decide whether to endorse your submission as 'ready now', 'ready future (1-2 years)' or 'not currently supported for promotion'. This will then be discussed with you. Regardless of endorsement:

- Internal applicants: Your line manager will then forward your submission to SMT who will moderate the form using all of the evidence in the submission form, including the line manager assessment, to decide whether to sponsor the submission as 'ready now', 'ready future (1-2 years)' or 'not currently supported for promotion'. The submission form will then be sent back to you and your line manager. You should then submit your form onto the online recruitment system (engage) by **11 October** regardless of the assessment decision.
- External applicants: Your line manager should send the form back to you and you should submit the form electronically through the online recruitment system (engage) by **11 October**. Your form will then be assessed by People Services who will assess the form using all of the evidence in the submission form, including the line manager assessment, to decide whether to endorse the submission as 'ready now', 'ready future (1-2 years)' or 'not currently supported for promotion'. This will then be moderated internally.

Once the forms have been submitted on the online recruitment system (engage), they will go through a quality assurance process to ensure fair and objective decisions have been made using the guidance provided to line managers and SMT; this will be a dip sampled process. You will be notified of the outcome via the online recruitment system (engage). If successful at this stage and endorsed as 'ready now', you should await further information about the next stage of the process where you will be invited to a briefing and invited to select an assessment date.

### I feel 'ready future' for promotion

If you feel 'ready future' and you are an internal applicant, you should still register and express your interest in promotion in the future on the online recruitment system (engage). This allows the force to support you in your future development and understand our current and future talent pool. You can use this year's submission form to support your professional development conversations and development plan. You do not have to submit this form alongside your expression of interest, but you are encouraged to complete this as part of your ongoing development towards the next rank.

## Reasonable adjustments and accommodations

If you are considering applying for a reasonable adjustment or accommodation for the assessment process, you should indicate this on the form on the online recruitment system (engage). Following your submission of this form, a member from the Promotions team will contact you to discuss this further. Please note, a reasonable adjustment will be agreed upon production of evidence of diagnosis of your disability and recommendation of support from an appropriate speciality in the area of your disability (e.g. Dyslexia). An accommodation can be agreed without evidence in cases where you need additional support with a medical issue. This will all be handled in complete confidence.

If you feel you may require a reasonable adjustment or accommodation to support you in completing the submission form, you can contact [Promotions Mailbox](#) who can discuss this further with you.

## Submission Form

The following section outlines guidance for completing the submission form. This section is broken down by each question with guidance around the considerations to make:

### Online Recruitment System (Engage)

**1.1** You should ensure all of your details are completed on the online recruitment system (engage) when you are ready to submit your submission form.

### Submission form – Performance and continuous professional development

**2.1** You must confirm they meet the eligibility criteria for promotion.

- If a pre-requisite for the rank you are applying for, you must confirm you have passed the NPPF Step 2 Legal Examination and the date you passed. The validity of a pass is five years. If your pass is over five years old, you will need to re-sit the exam before applying for promotion. If you are qualified through OSPRE, please indicate this on the form. **At the time of completing this submission form, you need to have passed the exam.**
  
- If you are an internal applicant, you must be graded at least competent in all areas across the NCVF if internal (or rated as competent in your PDR if external) for your substantive rank. Your NCVF assessment must have been completed in 2020 so if it is not up to date, you will need to complete this with your line manager. You must confirm on this on your form with a 'yes' or a 'no'. **There is no weighting of the NCVF or submission form for this year's process.**

If you are an external applicant and don't have an up to date PDR, you must discuss this with your line manager as part of your professional development conversation.

**2.2** You must describe your three key strengths and how you will use them in the next rank in 300 words.

**2.3** You must describe your three key development areas and how you plan to address these in the next rank in 300 words.

When responding to these questions, you should consider:

- What are the strengths/ areas for development and why do you consider it to be a strength/ development area for you?
- How did you become aware that this is a strength or area of development for you?

- How will you use/ address this area in the next rank? You should consider the [national role profile](#) for the rank you are applying for to inform this area.

**Note, you are allowed to exceed the word limit by 10% (total of 330 words). However, if you exceed this limit, your line manager and SMT will stop assessing at that word limit.**

## Potential for Promotion

**3.1** You must provide a statement of readiness for promotion, describing how you have approached your personal and professional development in preparation for promotion.

You should consider developmental opportunities you have undertaken and how these have prepared you for promotion.

You should also demonstrate you have considered the behaviours needed at the next rank, and use the key accountabilities and skills from the [national role profile](#) for that rank to support this, alongside the relevant level of the [CVF](#). **You do not need to demonstrate experience at the next rank to demonstrate potential for promotion**, but you should consider how you display and understand the behaviours needed at the next rank in your current rank.

**Note, you are allowed to exceed the word limit by 10% (total of 1100 words). However, if you exceed this limit, your line manager and SMT will stop assessing at that word limit.**

## Applicant declaration

**4.1** You should sign and date the declaration electronically.

## Line manager assessment

If you are an internal applicant, your line manager will be provided with guidance to assess your submission form and inform their endorsement decisions. If you are an external applicant, your line manager should refer to the guidance in your submission form to complete their section, and assessors within Northumbria Police will be provided with guidance to assess your submission form.

Line managers will confirm eligibility for promotion and refer to your professional development conversation, their assessment of your submission form and PDR to provide a summary of your performance and competence in role. They will also refer to the [role profile](#) for the aspiring rank to consider your potential for the next rank, alongside the relevant level of the [CVF](#). Your professional development conversation and quality and quantity of evidence in your submission form will support your line manager making an assessment of whether you are 'ready now', 'ready future (1-2 years)' or 'not currently supported for promotion'. The definitions of these endorsements have been provided below:

- Ready for promotion now:** you have clearly demonstrated your eligibility for promotion and your potential for promotion in the submission form. Areas for development identified could be addressed following promotion.

Selecting this option means you are supported to the next stage of the promotion process.

- Ready for promotion in the future (1-2 years):** whilst you have demonstrated eligibility for promotion and some potential for promotion, further development is needed to address your development areas and support your consideration of expectations and behaviours at the next rank.

Selecting this option means you will be supported to go through to the next stage in the future, but you and your line manager will work on a development plan for the next 1-2 years to prepare you.

- Not currently supported for promotion:** you have not demonstrated eligibility for promotion or potential for promotion in the next 2 years because considerable development is needed to address your development areas and support your understanding of expectations at the next rank.

Selecting this option does not mean you won't be supported for promotion in the future, but it does mean that there is significant development needed for you to be ready and your line manager will work on your development plan to assist you.

Once they have made this endorsement, they should discuss their assessment with you. Following this discussion, if you are an internal applicant, your line manager will send the form onto SMT for their moderation and sponsorship. If you are an external applicant, you should submit your form on the online recruitment system (engage) and this will be assessed and moderated by an officer of the rank you are applying for and then moderated by SMT in Northumbria Police.

## SMT moderation

SMT will moderate the submission form to determine their agreement with the assessment and endorsement by your line manager. They will be provided with guidance to support their moderation. This will support their decision about whether to sponsor the application as 'ready now', 'ready future (1-2 years)' or 'not currently supported for promotion'. They will use the same definitions as line managers (provided above).

If you are an internal applicant, SMT will then send the submission form back to you and your line manager and you should then submit this form on the online recruitment system (engage) regardless of endorsement. If you are an external applicant, you will be notified of your outcome on the online recruitment system (engage).

All applicants who are endorsed as 'ready now' will be invited to a briefing for the assessment process.

## Raising a concern

### Internal applicants

If you are concerned about the assessment and endorsement of your submission form, and have reason to believe you have been disadvantaged in the process, you have the right to raise a concern. Initially, you should discuss your concerns with your line manager or local SMT. However, if this does not resolve your concern, you should write to the [Promotions Mailbox](#) outlining the reason for your concern and a member of the team will discuss this with you. This could include feeling disadvantaged by something that occurred during the process or feelings that you have been unfairly treated. You must have a clear reason or concern that you feel has disadvantaged or impacted you within the process. You cannot raise a concern on the basis you disagree or are disappointed with the assessment or endorsement outcome.

If a discussion with the Promotions team does not resolve your concern, you have the right to request an independent quality assurance of your submission form, which will be conducted by People Services to review the decision made. Quality assurance will check the submission form has been assessed in line with the guidance provided to line managers and SMT to ensure a fair decision has been made based on the evidence provided. A discussion will take place with you, your line manager and local SMT to notify you of the outcome and discuss next steps. If you still feel the concern has not been appropriately resolved and you still feel disadvantaged, you may utilise the 'resolution procedure'.

### External applicants

If you would like to discuss your submission further and receive feedback, you can contact people services via [Promotions Mailbox](#) and someone will discuss your application with you.

If you have any concerns about the assessment of your submission form, you have the right to raise a concern. You should write to [Promotions Mailbox](#) outlining the reason for your concern. This could include feeling disadvantaged by something that occurred during the process or feelings that you have been unfairly treated. You must have a clear reason or

concern that you feel has disadvantaged or impacted you within the process. You cannot raise a concern on the basis you disagree or are disappointed with the assessment or endorsement outcome.

If a discussion with the Promotions team does not resolve your concern, you have the right to request an independent quality assurance of your submission form, which will be conducted by People Services to review the decision made. Quality assurance will check the submission form has been assessed in line with the guidance provided and discuss this with you.

## Personal development plans

Regardless of outcome, you should keep a copy of your completed submission form to inform your development plan going forward. When creating a development plan you should consider:

- What do you want to develop and why?
- How will you achieve your goal?
- What is the purpose of your goal?

The GROW model can be useful to help create your goals:

