Northumbria Police

External Promotion Process 2020

Submission Form

Introduction

Welcome to the 2020 promotion process. This submission form is for external police officers who wish to apply for the Northumbria 2020 promotion process.

Prior to completing this submission form, you should read the ‘2020 Promotion Process Submission Form – Applicant Guidance’ document to support your application. This document should be used to support your completion of the submission form. You should use the checklist below to ensure all steps of the submission form process are completed. **It is important that you** **allow sufficient time for all stages to be completed before the submission form deadline.**

The form should be completed electronically, including the declarations, and then submitted electronically through the online recruitment platform (engage) by **11th October**.

Applicant

* Meet with line manager for a professional development conversation (see *Appendix A*) and agree timelines for submission form process
* Read ‘2020 Promotion Process Submission Form – Applicant Guidance’
* Fully complete the submission form, including the electronic declaration
* Forward the submission form to your line manager
* Following line manager assessment, submit the submission form on the online recruitment platform (engage)

Line manager

* Meet with applicant for a professional development discussion (see *Appendix A*) and agree timelines for submission form process
* Complete the line manager section of the submission form and endorse the submission form as ‘ready now’, ‘ready future (1-2 years)’ or ‘not currently supported for promotion’
* Send the applicant a copy of the completed form and discuss your assessment with the applicant.

Once your submission form has been submitted, it will be sifted by People Services and moderated by SMT within Northumbria Police.

Performance and continuous professional development

Please confirm you meet the following eligibility criteria for promotion:

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| --- | --- |
| **(If applying for Sergeant or Inspector)**  **Valid NPPF Step 2 Legal Examination (state date passed) or confirm you are qualified through OSPRE** |  |
| **Graded at least competent in all areas across your PDR in your substantive rank (Y/N)**  **If available, please attach your most recent PDR to your application.** |  |

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| --- |
| **Please describe your three key strengths and how you will use these in the next rank (300 words)** |
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| **Please describe your three key development areas and how you plan to address these in the next rank (300 words)** |
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Potential for Promotion

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| --- |
| **Please provide a statement of readiness, describing how you have approached your personal and professional development in preparation for promotion.**  **You should use the** [**national role profile**](https://profdev.college.police.uk/professional-profiles/profiles/national-level-policing/) **for the aspiring rank to support you in completing this section (1000 words)** |
|  |

Applicant declaration

I declare that the information contained in this submission form is correct to the best of my knowledge. I understand that providing false or misleading information may be considered grounds for refusing my application.

**Signed:**

**Date:**

Line manager assessment

Following a professional development discussion, this section should be completed by your line manager. When completing this section, line managers should refer to the evidence outlined above, the applicant’s PDR and the professional development discussion. See *Appendix B* for further guidance.

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| --- | --- |
| **Please confirm you are the applicant’s direct line manager (Y/N)**  **If no, please confirm your working relationship with the applicant.** |  |
| **Please confirm the applicant is rated as at least competent in their PDR for their substantive rank (Y/N)** |  |

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| --- |
| **Please summarise the applicant’s performance and competence in their substantive rank.** |
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| **Based on the** [**national role profile**](https://profdev.college.police.uk/professional-profiles/profiles/national-level-policing/) **for the aspiring rank and the submission form, please describe the applicant’s potential for the next rank:** |
|  |

Line manager declaration

I confirm that the applicant is eligible for promotion:

* + Eligible
  + Not eligible

I believe the applicant is:

* + Ready for promotion now
* Ready for promotion in the future (1-2 years)
* Not currently supported for promotion

|  |
| --- |
| **Please outline the reason for this endorsement below:** |
|  |

I declare that the information contained in this submission form is correct to the best of my knowledge.

**Name and role:**

**Signed:**

Appendix A – Professional Development Conversation

It is expected professional development conversations have already taken place around development towards the next rank prior to applying for promotion. An officer who believes they are ready to apply for promotion should have previously identified what they need to do to be ready for the next rank and how they can get there. This could have been through discussions with their 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.

Line manager top tips for the professional development conversation:

* Prepare for the promotion specific professional development conversation by considering specific examples, the applicant’s strengths and development areas and be balanced in any feedback.
* Create the right environment; actively listen to the applicant and avoid distractions.
* Consider all assessment methods (e.g. observation, feedback from others, simulated situations, written evidence).
* Consider and reflect on any biases.
* Use the GROW coaching model (e.g. open questioning to understand the applicant’s goal, reality, options and ways forward).
* Don’t compare them with other officers, but against substantive rank and next rank expectations.
* Continue to support, motivate and manage and/or signpost to support.

Suggested conversation prompts

* How do you think you have been performing in your current role?
* Which areas have you been working on?
* Which areas are your strengths? How do you know these are strengths for you?
* How will these strengths be useful at the next rank?
* Tell me when you have demonstrated x behaviour/competency?
* What CPD have you undertaken?
* What are your development areas? How do you know these are development areas for you?
* What do you think are the differences between your current rank and the next?
* How have you been preparing for promotion to the next rank?
* What areas of your role do you feel you need more experience in?
* What steps do you need to take to achieve this?
* Is there any support/training/information you need to help you move forward?

What’s expected of the applicant?

* Ensure their PDR is up to date.
* Schedule a one-to-one with their line manager, and prepare to discuss their readiness for promotion.
* Engage in discussions around their development and performance supported by evidence they have gathered and reflected on.
* Understand what outstanding performance in current substantive rank and next rank looks like.
* Understand the expectations of them at the next rank from the core rank [national professional profile](https://profdev.college.police.uk/professional-profiles/profiles/national-level-policing/) and applicant guidance.
* Discuss future development.
* Ask for support and additional one-to-one time if needed.
* Commit to a personal development plan whether promoted or not at this time.
* Document your goals and objectives with realistic reviews.

Appendix B – Guidance for external line managers completing the submission form

We are requesting an assessment from the applicant’s line manager, to assist us in assessing the applicant’s readiness for promotion. When completing this section, line managers should:

* Refer to the professional development conversation with the applicant, the applicant’s submission form and PDRs to provide a summary of the applicant’s performance and competence in substantive rank.
* Refer to the core rank national role profile for the aspiring rank ([Sergeant](https://profdev.college.police.uk/professional-profile/police-sergeant/) role profile, [Inspector](https://profdev.college.police.uk/professional-profile/police-inspector/) role profile, [Chief Inspector](https://profdev.college.police.uk/professional-profile/chief-inspector/) role profile, [Superintendent](https://profdev.college.police.uk/professional-profile/1274/) role profile or [Chief Superintendent](https://profdev.college.police.uk/professional-profile/test/) role profile) to consider potential for the next rank. Line managers may want to use this opportunity to outline any additional evidence outside of what the applicant has evidenced in their statement of readiness.
* If line managers do not believe the applicant is ready for the next rank, they should use this section to outline current potential and what the applicant needs to develop on to evidence potential for future promotion.
* Consider whether the applicant is demonstrating the potential to achieve the [CVF](https://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf) behaviours expected at the aspiring rank, as their ability to demonstrate these competencies alongside the values will be assessed at the assessment process.
* Line managers should confirm whether the applicant is eligible for promotion based on holding a valid NPPF Step 2 legal exam/ OSPRE pass for that rank (if applying for Sergeant or Inspector) and being rated as competent in their substantive rank in their PDR.

Line managers should confirm their overall assessment of whether the applicant is ready for promotion. Definitions have been provided below to support this decision:

* **Ready for promotion now:** the applicant has clearly demonstrated their eligibility for promotion and their potential for promotion in the submission form. Areas for development identified could be addressed following promotion.

Selecting this option means the applicant is supported to go through to the next stage of the promotion process.

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

Selecting this option means the applicant will be supported to go through to the next stage in the future, but needs to work on their development plan with their line manager for the next 1-2 years.

* **Not currently supported for promotion:** the applicant has not demonstrated eligibility for promotion or potential for promotion in the next 2 years, considerable development is needed to address their development areas and support their understanding of expectations at the next rank.

If this option is selected, it doesn’t mean the applicant won’t ever be supported in progressing to the next stage of the process. But it does mean that there is significant development needed for them to be ready and they need to work on their development plan with their line manager to assist them in reaching their goal.

Line managers should clearly outline the reason for this assessment by using evidence from their assessment of the submission form. There is no word limit on this sectionine managers should ensure enough feedback is provided in this section to ensure the applicant and Northumbria Police can understand the reasons for this assessment. When completing this section, line managers should consider their feedback on the applicant ensuring it is:

* Evidence-based: it should be based on evidence from the submission form and in their role rather than personal opinion on the applicant.
* Clear and concise: your assessment should be clear and easy for the applicant to understand. Avoid using too many words to get your point across to support the applicant in understanding it.
* Respectful: remember that this message could be difficult for applicant’s to receive so consider the impact of your words you use.
* Supportive: regardless of endorsement, you should outline your commitment to support the applicant’s personal development plans to support them.

If line managers feel they need additional support in making this assessment, they can contact people services via the [Promotions Mailbox](mailto:PromotionsMailbox@northumbria.pnn.police.uk) to receive further advice.

Line managers should then send the form to the applicant so they can submit the form to Northumbria Police. This should be sent to Northumbria Police regardless of endorsement to allow assessment of the submission form and moderation to take place.