Derbyshire
Chief Constable
Recruitment
Candidate Information Pack
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February 2017

Dear Applicant

Thank you for your interest in the role of Chief Constable of Derbyshire. I hope that you find the information in the application pack useful and I look forward to receiving your completed application if you feel that you have the skills to take up this exciting opportunity.

As a force Derbyshire Constabulary is regularly assessed as being either GOOD or OUTSTANDING when inspected by HMIC. This is in no small part due to the excellent leadership of the outgoing Chief Constable Mick Creedon and I am looking for a new Chief Constable who is able to demonstrate the same levels of drive and commitment that Mick has given the force for the past ten years.

Like all police forces Derbyshire does have to respond to the challenges of the changing face of crime and the tough economic environment that we have to deliver policing in. Strong financial management has meant that Derbyshire is in a relatively strong position and is able to respond to these challenges, though this is no reason for complacency. Through your strong leadership I expect to see this continue and Derbyshire to remain a safe county to live and work in.

I enjoy an excellent working relationship with the Chief Constable, the senior team and the whole of Derbyshire Constabulary and the relationship between the Force and my office is a very effective, open and honest one. It is vital that as the new Chief Constable you are committed to maintaining this relationship.

As part of the pack you will see my Police and Crime Plan that sets out my seven key strategic objectives. Whilst this is my plan, I worked closely with the Chief Constable and the senior officer team to develop it and you will play a vital role in its delivery.

As you would expect there is a wealth of information on both my own website, the force’s site and other portals, but I fully appreciate that you may feel you wish to get a closer view. Therefore, if you wish to arrange a familiarisation visit we have arranged for Helen Drummond, the Chief Constable’s PA, to help you. Please contact Helen by telephone on 0300 122 5557 or e-mail helen.drummond.4804@derbyshire.pnn.police.uk

Please be aware of the key dates set out below, all of which are non-negotiable, and ensure that, should you be shortlisted, you are available for the dates indicated:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Application Process Opens</td>
<td>23rd February 2017</td>
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<tr>
<td>Deadline for applications</td>
<td>5pm, Friday 17th March 2017</td>
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<tr>
<td>Shortlisting and notification to successful candidates</td>
<td>23rd Thursday March 2017</td>
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<tr>
<td>Discussion event with Force colleagues</td>
<td>Thursday 30th March 2017</td>
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<tr>
<td>Interview &amp; Media exercises</td>
<td>Friday 31st March 2017</td>
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<tr>
<td>Police &amp; Crime Panel Confirmation meeting</td>
<td>Thursday 13th April 2017</td>
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If you have any further questions relating to the process, or the working of my office, please do not hesitate to get in touch with my Chief Executive, David Peet who will be happy to assist in the first instance. David can be contacted by calling 0300 122 6000 or emailing david.peet.16406@derbyshire.pnn.police.uk.

I look forward to receiving your completed application,

Yours sincerely,

Hardyal Dhindsa
Police & Crime Commissioner for Derbyshire
Chief Constable Recruitment

Application Process
1. Terms and conditions

1.1 Appointment

The appointment will be subject to the provisions of the Police Act 1996, Police Regulations, successful completion of the Senior Police National Assessment Centre (or equivalent) and Strategic Command Course (or equivalent), a satisfactory medical examination and such other conditions of service as determined by the Police and Crime Commissioner for Derbyshire. The successful candidate will be expected to take up the appointment as soon as possible.

1.2 Terms of appointment

Appointment is on a fixed term basis, initially for 5 years. Termination of appointment is subject to 3 calendar months’ notice in writing from either party.

1.3 Salary

The annual salary is £144,768 per annum

2. Benefits package

The Force offers a comprehensive benefits package which includes:-

2.1 Either a car allowance or the provision of a car;
2.2 Health Insurance;
2.3 Relocation Package;
2.4 Incidental Expenses;
2.5 Fees & Professional Body Membership;
2.6 Home Security.

(A copy of the detailed agreement can be obtained from David Peet)

3. Working location

The majority of work will be carried out from Derbyshire Police Headquarters, Butterley Hall, Ripley DE5 3RS. However, the nature of the work will also require travel throughout the East Midlands and across the UK.

4. Working hours

Working hours will be not less than 40 hours per week and whatever additional hours are required to fulfil the requirements of the post, subject to the requirements of the Working Time Directive. 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. In addition, the post holder will have responsibility for representing Derbyshire Constabulary and meeting statutory and operational requirements, often at short notice, which may require working additional hours from time to time.
5. **Holiday**
   The post holder is entitled to leave in accordance with Police Regulations.

6. **Medical examination**
   Applicants to this position will be required to undertake a medical examination before taking up appointment.

7. **Security clearance**
   The successful applicant will be appointed subject to holding or obtaining security clearance at Developed Vetting (DV) level.

8. **Pension**
   The post holder will be eligible for membership of the Police Pension Scheme.

9. **Telephones, IT and other equipment**
   Mobile telephone and other equipment, which is necessary to ensure convenient working arrangements, will be made available.

**Application and selection process**

**Applications**

Applicants are required to submit a CV which outlines their relevant experience along with the following documents:-

- **Personal Qualities**: evidence of how you meet the criteria set out in the Personal Qualities and the contact details of a reference who may be asked to confirm the accuracy of the examples you have provided.

- **Chief Constable’s Reference**: a reference from your current Chief Constable or equivalent. This reference template should be given to your Chief Constable (or equivalent) to complete and be returned in hardcopy or electronically to the address below.

- **Performance Development Review**: a copy of your most recent Performance Development Review report.

- **Biographical Data Monitoring Questionnaire**: A template for completion is available on the Chief Constable recruitment webpage.
All the requested documents should be sent by email to David Peet at the following email address: david.peet.16406@derbyshire.pnn.police.uk

Alternatively a hard copy can be sent to:

David Peet, Chief Executive,
Office of the Police & Crime Commissioner
Derbyshire Constabulary Headquarters,
Butterley Hall,
Ripley
DE5 3RS

Documentation should be received no later than **5pm on Friday 17th March 2017**

**Recruitment process**

**Shortlisting panel**

All the information submitted by applicants will be considered by the Police and Crime Commissioner and his shortlisting panel.

Evidence will be drawn from your CV, Evidence of Personal Qualities, Chief Constable’s reference and Performance Development Review report.

Shortlisting will take place on the **23rd March 2017** and candidates will be informed of their results as soon as possible after it has completed.

**Discussion Event**

An event will take place on **30th March 2017** where the candidates will be given the opportunity to introduce themselves, share their thinking about the future and answer questions from an invited audience of Derbyshire Constabulary officers and staff. Feedback from audience members will be shared with the interview panel to help them in their selection process.
Interviews

Interviews will take place on **31st March 2017** at the Police Headquarters at Ripley. The interview panel will be:

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
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<tbody>
<tr>
<td>Hardyal Dhindsa</td>
<td>Police &amp; Crime Commissioner for Derbyshire</td>
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<tr>
<td>Kevin Gillott</td>
<td>Deputy PCC for Derbyshire</td>
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<tr>
<td>CC Mick Creedon</td>
<td>Outgoing Chief Constable and technical advisor</td>
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<tr>
<td>Terry McDermott</td>
<td>Chief Fire Office and Chief Executive, Derbyshire Fire &amp; Rescue</td>
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<tr>
<td>Prof Kevin Bampton</td>
<td>Director of the International Policing &amp; Justice Unit, Derby University</td>
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<tr>
<td>Rachael Livingstone</td>
<td>CEO of Impact Derby &amp; member of the Independent Advisory Group</td>
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<tr>
<td>Deirdre Newham</td>
<td>Independent Member of the Panel</td>
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**Police and Crime Panel – Confirmation Hearing**

Pursuant to Schedule 8 of the Police Reform and Social Responsibility Act 2011 the appointment of a Chief Constable is subject to a Confirmation Hearing of the Police and Crime Panel, at which the nominated candidate is expected to be present. It should be noted that the Panel does have the right to veto the proposed appointment by a two-thirds majority vote by the Panel. The Confirmation Hearing is planned for **13th April 2017** at County Hall in Matlock, Derbyshire.

**Interview expenses**

The PCC, in accordance with Police Regulations, will pay reasonable and necessary expenses of candidates invited for interview.

Any questions in relation to the selection process or role should be addressed to:

David Peet, Chief Executive
Contact details Tel 0300 122 6000, david.peet.16406@derbyshire.pnn.police.uk
Chief Constable Recruitment

Job Description,  
Person Specification &  
Personal Qualities
Chief Constable
Job description

POST TITLE: CHIEF CONSTABLE

ACCOUNTABLE TO: DERBYSHIRE POLICE AND CRIME COMMISSIONER

RESPONSIBLE FOR: The direction and control of the Derbyshire Constabulary in accordance with the Police Act 1996, in order to provide Derbyshire with an effective and efficient police service, and the fulfilment of all the statutory and legal obligations of the office of Chief Constable.

LOCATION: Force Headquarters, Butterley Hall, Ripley, Derbyshire

TERM: Five Year Fixed term appointment

The successful candidate will be responsible for:

1. The fulfilment of all statutory and legal obligations of the Office of Chief Constable, ensuring that the business of the force is carried out lawfully.

2. Setting operational strategy for policing in Derbyshire to deliver the values, priorities and actions as defined in the Police and Crime Plan.

3. The direction and control of Derbyshire Constabulary and the management of resources to provide an effective, efficient and ethical police service.

4. Ensuring the force has a balanced budget and achieves the annual efficiency target set by the Police and Crime Commissioner.

5. Developing and implementing a long-term policing model that puts victims needs and protecting the public at its centre.

6. Maintaining and developing a workforce that understands and is representative at all ranks of the community it serves.

7. Ensuring the force works effectively with Derbyshire's diverse communities to improve relationships and legitimacy.

8. Providing dynamic and highly visible leadership to the force, promoting the highest professional and ethical standards and harnessing the full potential of staff, officer and volunteers.

9. Ensuring that Derbyshire's Force Values continue to drive strategy, policy, organisational change and individual behaviour.
10. Leading the organisation successfully through change, creating innovative and resilient plans to achieve necessary savings and protecting and enhancing front line neighbourhood delivery as far as possible.

11. Continuing to develop and deepening Derbyshire collaborative efforts with other forces, blue-light partners and other partners - in particular through the East Midlands Police Regional Collaboration and the strong partnership with Derbyshire Fire and Rescue (including the DPFP LLP).

12. Ensuring the achievement of high performance by the force, in particular by driving down crime, delivering against excellent support for victims, being tenacious in bringing offenders to justice and securing high levels of public satisfaction and confidence.

13. Fostering strong partnerships with the public and partner agencies to fulfil the aims of the Police and Crime Plan, improve community safety, support victims and deliver an effective and efficient local criminal justice system.

14. Ensuring partnerships across Derbyshire are strong, well-led and working to shared goals and objectives.

15. Providing professional advice to the Police and Crime Commissioner to support him in fulfilling his functions and creating effective working relationships with the Office of the Police and Crime Commissioner.

16. Managing and develops operational policing based upon research of ‘what works’ and what is ‘promising’.

17. Developing and understanding the evidence base for threat, harm and risk facing local communities and for prioritising resources accordingly.

18. Representing the best interest of Derbyshire in addressing and influences national policing and criminal justice issues. Maximising and responding positively to devolution and public sector reform agendas.

19. Ensuring staff are professional, motivated, informed, well led, flexible capable of adapting to change.

20. Ensuring the force has the right people, systems and processes in place to be the best performing police force in the county.
Chief Constable
Person specification

Applications are invited for the post of Chief Constable, Derbyshire Constabulary

Qualifications
Essential
Successful completion of the Strategic Command Course.
Hold the rank of at least Assistant Chief Constable or Commander

Desirable
Accredited in the following areas:
Strategic Firearms Command, MAGIC, CBRN, SIO, APOC, RIPA, Covert Policing

Experience
Substantial experience is required of taking a strategic perspective and developing strategies that manage the internal and external expectations and influences on the organisation.
Experience of developing strategic responses to the national agenda.
Experience of developing and maintaining strategic partnerships that support the national agenda, local operational issues and the complexities of policing diverse communities.
Experience of influencing organisational culture and its impact on performance and behaviours.

Personal Qualities
High performance against the Police Performance Framework in the areas of:
Decision Making; Leading Strategic Change; Leading the Workforce; Managing Performance; Professionalism; Public Service and Working with Others.
Chief Constable

Personal qualities

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 options at a local and national 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.

Leadership

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 force.

- 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 force 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 force by rewarding good performance, and giving genuine recognition and praise.
• Promotes learning and development within the force, giving honest and constructive feedback to colleagues and investing time in coaching and mentoring staff.

Managing performance

• Translates the vision into action by establishing a clear strategy and ensuring appropriate structures are in place to deliver it.

• 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 practice 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 force.

• 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.

Public service

• Promotes a real belief in public service, focusing on what matters to the public 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.

**Working with others**

• Builds effective working relationships through clear communication and a collaborative approach.

• Maintains visibility and ensures communication processes work effectively throughout the force and with external bodies.

• 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 benefits of a particular approach, and striving to reach mutually beneficial solutions.

• Expresses own views positively and constructively.

• Fully commits to team decisions.