

Briefing Note



HR Services
putting people first

Sergeant promotion process 2017

An overview of the process

The purpose of this briefing note is to provide you with details about the selection methods for the upcoming Sergeant promotion process. A full manual of guidance will be launched with the process.

In line with feedback and in consultation with a reference group we have made some changes to the process to ensure that it matches as closely as possible with the role of Sergeant and that it includes assessment of your on-the-job performance. We have also streamlined the process so that you will only attend two stages of selection.

At Stage one you will deliver a pre-prepared presentation followed by a briefing based upon information you will receive on the day. This will assess whether you can deliver an effective briefing to staff and the extent to which you have prepared for the rank of Sergeant and have been contributing to force priorities.

At Stage two (the final stage) you will undertake an interview. This will check your thinking and performance in relation to the CVF competency and values in line with what's important to the force and what's relevant to the rank of Sergeant.

In between the above stages, we will assess your work. You told us that previous processes focus too much on what people say and not what they actually do. Therefore, you will be able to nominate a work product that you feel shows how well you perform in your role. To make sure that this is authentic and about how you typically perform, you can only nominate work produced before the launch of this briefing.

How to enter the promotion process

You will be asked to submit a short form requesting to enter the process along with your current 'live' PDR containing CPD objectives and your confirmation that you meet the eligibility criteria around conduct and performance. You will then be allocated a date for Stage one.

Stage One: Part 1 (Your performance and development)

During stage one you will deliver a pre-prepared 10 minute presentation to a Chief Inspector-led panel (Ch Insp, Inspector, HR) who will have a copy of your live PDR.

The presentation must answer the following questions:

- How have you contributed to the force priorities?
(For external candidates how have you contributed to service delivery in areas covered by the Humberside Police priorities?)
- How have you developed yourself in preparation for the rank of Sergeant?

Up to 10 minutes Q&A will follow.

Stage One: Part 2 (Work sample test - effective briefing and tasking)

Part 2 will happen immediately after Part 1. You will be given 30 minutes to prepare a 15 minute briefing to be delivered to your 'team' based upon the information provided.

Selected Inspector and Sergeants will act as your 'team' for the purposes of this exercise.

Up to 10 minutes Q&A will follow.

Stage one competencies being assessed:

- We deliver, support and inspire
- We analyse critically
- We take ownership
- We are emotionally aware

Each area will be assessed using the following descriptors:

- 3=Strong Evidence - the candidate provides evidence of many descriptions within the quality / competency area at an appropriate level for the role, with direct relevance to the force and answers the question.
- 2=Acceptable Evidence - the candidate provides some evidence of the descriptors within the quality / competency area at an appropriate level for the role, has some relevance to the force and / or does not respond to all the issues in the question.
- 1=Evidence Not Provided - the candidate provides no evidence of the quality / competency area, or the evidence is at a level below that required for the role applied for or does not have relevance to the to the force or does not answer the question.

This will result in you achieving one of the following grades that will determine progression to Stage 2:

- Strongly recommended
- Recommended
- Not recommended

This step will count towards your final score. 'Strongly recommended' candidates will enter stage 2 with a 20% weighting and 'Recommended candidates' with a 10% weighting.

Reality and values check

During Stage one you will be invited to nominate a work product (e.g. log, crime file, investigation plan, problem profile etc) that reflects your alignment with the following values:

- Public Service
- Transparency

Between Stage one and two we will check this work product to assess its quality in accordance with the above values. This will only be checked if you are supported following Stage one. Each value will be assigned a grade based upon the 1-3 scale outlined above and will be assessed by subject matter experts.

Stage 2: Semi-structured Interview

This stage is an interview process chaired by a Superintendent with Chief Inspector and HR/police staff independent.

All 6 competency areas will be assessed.

Questions will cover:

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
7. Impartiality
8. Integrity

Each question will be scored using the 1-3 scale (as per stage one).

All scores will be collated including your Stage one and reality check scores.

A minimum standard of 50% of the overall available marks is required to pass but a higher cut off may be applied dependent upon numbers and overall quality.

Key dates

Launch	Stage 1		Stage 2
5 June	26 June – 17 July	Reality check	4 September – 15 September

Familiarisation/ process briefing events

Date	Time	Venue
Monday 8 th May	09:30 – 11:30	Clough Road, Conference Room 1
Wednesday 10 th May	14:30 – 16:30	Scunthorpe Conference Room
Tuesday 16 th May	11:00 – 13:00	Clough Road, Conference Room 2
Wednesday 24 th May	09:30 – 11:30	Grimsby PS – The Annex

To book a place at one the events e-mail careerservices@humberside.pnn.police.uk with details of which event you would like to attend