



TRANSFER PROCEDURE - SUPERINTENDENT

This procedure applies to the transfer process at substantive Superintendent rank only. Durham Constabulary is an equal opportunities employer.

Stage 1

The proposed timescale of the process and the closing date for applications will be included in the advertisement and available on the Force website, Police Officer Jobs. The initial document is a simple registration of application and will also include the applicant's home and mobile telephone contact details plus an equal opportunities monitoring form. In support of the application, the candidate will also include a statement which will evidence the officers' experience within the personal qualities of the PPF role profile. These include:-

- Decision making
- Leadership
- Professionalism
- Public Service
- Working with Others
- Problem Solving

The supporting statement will be NO LONGER THAN two pages of A4 paper with the font setting of Arial 12. The form should be completed by the candidate and returned via their line manager, to their Departmental Commander.

Candidates MUST also present evidence of performance with this application form in the form of their most recent completed and signed off PDR form.

Any application arriving after the closing date will be discounted: late applications will not be accepted. Officers should avoid taking annual leave during the interview stage of the process. If they are unable to attend the published interview dates due to pre-booked annual leave, they should attach a short report to the application form giving details of when they will return to work.

Stage 2

The assessment of candidates will be against Durham Constabulary's role profile for a Core Superintendent using the Policing Professional Framework (PPF). This role profile will be available on the website as part of this recruitment process. The role profile further identifies the core responsibilities and personal qualities required for this role.

Applications will be submitted by no later than Friday 2nd October 2020.

Applications will be endorsed by a named contact who maybe approached to corroborate your evidence submitted. The applications must then be forwarded to human.resources@durham.pnn.police.uk by no later than Friday 2nd October 2020.

A sifting process will then follow.

Stage 3

Interview/presentation stage will be chaired by DCC David Orford, and held on 12th and 13th October, 2020. They will be held centrally within Force Headquarters, Durham.

The interview will be in two parts:-

1. Presentation

Each candidate will be given a topic, followed by 1 hour to prepare a presentation. The presentation will last for 10 minutes and will be assessed against 4 qualities from within the PPF role profile:-

Decision making
Leadership
Public Service
Working with Others

2. Interview

The panel will be provided with a bank of questions, compiled and distributed by the People Services Department. Commanders will be consulted during the drafting process.

The candidate will be scored against the personal qualities contained within the role profile for a Superintendent and allocated a mark against each question. In addition candidates will also be questioned on the below areas:-

Leadership
Problem Solving
Conduct and Integrity
Performance Management
Change Management
Confidence and Trust

The marks achieved from both elements of this process will be combined to make the overall scoring.

Stage 4

Upon ratification from the Chief Constable, candidates will be contacted at the conclusion of this process and informed of their results.

All candidates will be invited to obtain feedback on their performance from one of the panel members. Successful candidates will be appointed when a suitable vacancy arises. This will be subject to continued satisfactory performance in their current rank. Vacancies will be filled throughout the organisation.