



## **FREEDOM OF INFORMATION REQUEST**

Please note the text of this request has been reproduced exactly as received.

**FOI Reference number: FOI 18/2024**

**Date: 19 March 2024**

### **Request:**

Please supply the advertisement, terms and conditions of employment and dates of tenure for the post of Deputy Chief Constable from 2018 / 2019, which an applicant would respond to with an application for an interview for a job.

Please ensure there is no personal information included on this request as described in Section 40(2) FOIA to prevent any invoking of the mantra of personal information included.

Please also include the template contract devoid of any personal information for the successful candidate.

Please ensure that your response is within the given 20 days as per Sec 10 FOIA

### **Answer:**

Further to your request as above, please find attached the following documents:

- A copy of the advertisement for the post of Deputy Chief Constable (2019)
- A copy of the Candidate Information Pack, which contains details of the terms and conditions of employment and dates of tenure for the post of Deputy Chief Constable

The Board does not hold a template contract for Senior Officer posts.

If you have queries about this request or the decision, please contact the Board quoting the reference number above. If you are unhappy with the service you have received and wish to make a complaint or request a review you should contact the Board's Chief Executive -

Via Email: [foi@nipolicingboard.org.uk](mailto:foi@nipolicingboard.org.uk)

Or in writing at the following address:

Northern Ireland Policing Board  
James House  
Block D  
2 – 4 Cromac Avenue  
The Gasworks  
Belfast  
BT7 2JA

You should contact the Board within 40 working days of this response.

If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner. Generally, the Information Commissioner's Office cannot investigate or make a decision on a case unless you have exhausted the complaints procedure provided by the Board. The Information Commissioner can be contacted at the following web link –

[www.ico.org.uk/foicomplaints](http://www.ico.org.uk/foicomplaints)

or in writing at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
SK9 5AF

Telephone: - 0303 1231114

Email: - [ni@ico.org.uk](mailto:ni@ico.org.uk)

Please be advised that Policing Board replies under Freedom of Information may be released into the public domain via our website @ [www.nipolicingboard.org.uk](http://www.nipolicingboard.org.uk).

Personal details in respect of your request have, where applicable, been removed to protect confidentiality.

# DEPUTY CHIEF CONSTABLE



## FOR THE POLICE SERVICE OF NORTHERN IRELAND (PSNI)

**CURRENT SALARY:  
£168,582 + BENEFITS**

The Northern Ireland Policing Board is seeking to appoint an inspirational and decisive leader into the post of Deputy Chief Constable for the PSNI.

The successful candidate will already have demonstrated a breadth and depth of operational command experience and will have a proven track record of leading performance, resource management, change and transformation in policing at the most senior levels.

Supporting the Chief Constable, the Policing Board is looking for a strong and resilient leader who will work with colleagues, partners, stakeholders and the community to drive forward the PSNI's policing with the community and its modernisation agenda.

This is undoubtedly one of the most varied, challenging and fulfilling leadership roles in policing that carries significant personal, organisational and operational responsibilities but for the right candidate it offers an unparalleled opportunity to make a significant difference to the PSNI, policing and the people of Northern Ireland.

The Board and PSNI are committed to developing a diverse workforce and to promoting an organisational culture where everyone is treated with dignity, fairness and respect. The appointment will be on the principles of merit, fairness, openness and transparency.

For further information and how to apply please visit  
[www.nipolicingboard.org.uk/deputy-chief-constable](http://www.nipolicingboard.org.uk/deputy-chief-constable)



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**Northernirelandpolicingboard**



**nipolicingboard**



**RECRUITMENT OPEN:  
7 NOVEMBER 2019**

**CLOSING DATE: 12 NOON FRIDAY 6 DECEMBER 2019**

The Board and PSNI are committed to being representative of the communities we serve and welcome all applicants interested in a career in policing. Applications are particularly welcome from the Roman Catholic community, women and members of Black and Minority Ethnic Groups, as they are currently under-represented at senior levels in the PSNI.



# DEPUTY CHIEF CONSTABLE

POLICE SERVICE OF NORTHERN IRELAND

CANDIDATE INFORMATION PACK

**2019**

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# NORTHERN IRELAND POLICING BOARD:

## CHAIR'S MESSAGE

I welcome your interest in the position of Deputy Chief Constable for the Police Service of Northern Ireland (PSNI).

This is a key role in the PSNI Service Executive Team (SET) and the Policing Board is looking for an inspirational officer to support the Chief Constable.

Leading on performance management, driving modernisation and change, and managing a diverse range of resources across the organisation are high on the list of priorities for this position.

The PSNI is responsible for delivery of the policing service, maintaining and improving the safety and well-being of our people and places. Working together with the community, the wider criminal justice sector and other partner organisations, the PSNI is at the heart of delivering the shared goal of keeping people safe.

Effective policing is central to having a safe community. As a Policing Board representing the people of Northern Ireland, we are committed to making sure that the service delivered is accountable, fair, impartial and protects the rights of each individual and the wider community.

The demands on policing are changing and evolving and are becoming more complex in nature. There is a need to explore new and innovative ways of working to drive the necessary future organisational change and development. Whilst good progress has been made there is still a lot of work to do.

The Board is working with the Chief Constable to progress the next phase of organisational transformation and change within the PSNI. We need a strong, resilient and inspirational Deputy Chief Constable who is capable of delivering excellence in policing, building relationships and working collaboratively and creatively with others to achieve the best outcomes for policing and the public it serves.

This is an excellent opportunity for an outstanding senior officer to bring their wide ranging skills and experience to this pivotal position within the PSNI.

The successful candidate will support the Chief Constable in all of this work and with SET colleagues will be responsible for driving cultural change and promoting strong standards, values and ethics to ensure the PSNI continues to deliver an effective and professional service.

This Candidate Information Pack has been designed to provide you with information on the requirements for the Deputy Chief Constable position. If you have the necessary skills, experience and capability to undertake this demanding and challenging role, we look forward to receiving your application.

**Professor Anne Connolly**  
Chair



# INSPIRATIONAL LEADER SOUGHT FOR POLICE SERVICE OF NORTHERN IRELAND

**Post:** Deputy Chief Constable, Police Service of Northern Ireland

**Salary:** £168,582 + plus benefits

The Northern Ireland Policing Board (the Board) is seeking to appoint an inspirational and decisive leader into the post of Deputy Chief Constable for the PSNI.

The successful candidate will already have demonstrated a breadth and depth of operational command experience and will have a proven track record of leading performance, resource management, change and transformation in policing at the most senior levels.

Supporting the Chief Constable, we are looking for a strong and resilient leader who will work with colleagues, partner organisations, stakeholders and the community to drive forward the PSNI's policing with the community and its modernisation agenda.

The successful candidate should be agile, adaptive and responsive to change with experience of leading a complex policing organisation of officers and multi-disciplined professionals in a fluid policing, business, financial and political environment.

They should be comfortable representing the organisation at all levels, with strong relationship management, negotiating and influencing credentials to inspire and drive performance, while dealing with governance and accountability issues and providing strong leadership in

progressing organisational and operational strategy.

This is undoubtedly one of the most varied, challenging and fulfilling leadership roles in policing that carries significant personal, organisational and operational responsibilities. For the right candidate it offers an unparalleled opportunity to make a significant difference to the PSNI, policing and the people of Northern Ireland.

The Board and PSNI are committed to developing a diverse workforce and to promoting an organisational culture where everyone is treated with dignity, fairness and respect. The appointment will be on the principles of merit, fairness, openness and transparency.

Applicants must have successfully completed the Strategic Command Course (SCC) (or its equivalent) and have experience at Chief Officer level.

If you want the exciting challenge of helping lead PSNI through the next period of transformation, we look forward to hearing from you.

For further information and all the application details and forms please visit our Deputy Chief Constable Recruitment webpage:

[www.nipolicingboard.org.uk/deputy-chief-constable](http://www.nipolicingboard.org.uk/deputy-chief-constable)

Closing date: **Friday 6 December 2019 at 12:00 noon.**

*The Board and PSNI are committed to being representative of the communities we serve and welcome all applicants interested in a career in policing. Applications are particularly welcome from the Roman Catholic community, women and members of Black and Minority Ethnic Groups, as they are currently under-represented at senior levels in the PSNI.*

## PSNI: THE STRATEGIC CHALLENGE

The PSNI was formally established on 4 November 2001 and is responsible for policing within Northern Ireland. It serves a diverse population of some 1.8 million people, in cities, towns and the rural countryside.

It has approximately 9,841 police officers and staff (6,770 officers and 2,297 police staff) 274 part time reservists and 500 managed service personnel supported by a budget of over £800 million.

PSNI's current vision is to 'help build a safe confident and peaceful Northern Ireland'.

Northern Ireland continues to grow and thrive and as a police service the PSNI is a vital element in working with; public, private, statutory, voluntary and community stakeholders to continue in helping to build a safe confident and peaceful society. The PSNI has a wide range of statutory responsibilities and legal obligations to fulfil. These responsibilities are enshrined in the [Police \(NI\) Act 2000](#).

The PSNI understands and appreciates that the demands on policing are changing, and society is also changing.

The population is increasing and getting older and is expected to grow to 1.95 million over the next decade, with a significant proportion of this being due to international migration. This will result in a more diverse society with changes in demographic make-up, language and culture.

The challenge now is to build on the achievements of the PSNI to date and accelerate the pace of change to ensure that policing serves the needs of a changing Northern Ireland. The scale of the challenge is significant and learning from past experiences and benchmarking to best practice will be critical. A clear direction for this next phase has been clearly set out in the PSNI Corporate Plan.

The successful candidate will understand the unique role and challenges in helping lead the PSNI and will need to work with the Chief Constable, other agencies and criminal justice partners to ensure that the public are kept safe and feel safe, crime is prevented, offenders are brought to justice and new and emerging threats to public safety are efficiently and effectively addressed.

## PSNI: Executive Structure

The PSNI is focused on becoming a modern service, that is better equipped to respond to the rapidly changing nature of crime and the expectations of the communities it serves. As part of the modernisation agenda the Board and PSNI have commissioned a review of the current Service Executive Team (SET) structure. The current structure of the SET is detailed below:





# APPLICATION, SELECTION PROCESS AND TIMELINE

## Applications

You are strongly advised to read all the sections of this document, along with the Job Description, Person Specification and other information available on the Board's [Deputy Chief Constable Recruitment webpage](#) before completing and submitting your application.

All the information, including this Information Pack and forms needed to prepare and submit your application can be accessed and downloaded from the Board's [Deputy Chief Constable Recruitment webpage](#), and completed and submitted electronically. These include:

- **Job Description** – outlines the purpose and the key accountabilities associated with the role.
- **Person Specification** – describes the essential criteria, education, qualifications, skills, experience and competencies needed to perform the role.
- **Application Form** – is designed to collect personal details and information about your experience, qualifications, motivation, competencies and suitability for the Deputy Chief Constable role.
- **Equality & Diversity Monitoring Form** – the information you provide in this form is for monitoring purposes only and will be treated in the strictest confidence. This information will play no part in the selection decision and the form will be detached from your application form on receipt.
- **NIPB Privacy Notice Appointment of Chief Officers and Senior Civilian Equivalents** – this explains how the Board uses any information you give to us, and the ways in which we protect your privacy.

Please note that both the Application Form and the Equality & Diversity Monitoring Form have been designed using the latest version of Microsoft Office (Microsoft 10) and candidates will need access to Microsoft 10 to open, complete and submit the forms electronically.

All completed forms should be returned to:

Amanda Stewart  
Chief Executive  
Northern Ireland Policing Board  
Waterside Tower  
31 Clarendon Road  
Clarendon Dock  
Belfast  
BT1 3BG

Alternatively, these documents can be attached to an e-mail and sent to:

[amanda.stewart@nipolicingboard.org.uk](mailto:amanda.stewart@nipolicingboard.org.uk)

All the documentation should be received no later than **12 noon on Friday 6 December 2019**.

## Familiarisation day

To help applicants learn more about the role and organisation, the Board will host a familiarisation day at the Board's office during week commencing **20 January 2020**. While this is not a formal part of the selection process, applicants who are invited to the assessment day are encouraged to attend.

If you are interested in attending the familiarisation day please contact, Amanda Stewart, Chief Executive to the Board (contact details can be found in the last section of this information pack).

## Familiarisation day expenses

The Board will consider paying reasonable and necessary expenses of candidates who wish to attend the familiarisation day.

## Appointment panel

All the information submitted by applicants will be considered by the Appointment Panel (the Panel) which will be chaired by Professor Anne Connolly, Chair of the Board and will include:

- John Blair
- Alan Chambers
- Dolores Kelly
- Gerry Kelly
- Gary Middleton
- Paul Nolan
- Debbie Watters

The Panel will undertake the shortlisting assessment against the essential criteria, competencies and behaviours at the 'Executive' level of the Competency and Values Framework (CVF) for Policing, as detailed in the Person Specification. Shortlisting will take place on **Friday 17 January 2020**.

Each applicant will be notified no later than close of play **Monday 20 January 2020** of the shortlisting outcome and next steps as appropriate.

## Assessment day

Shortlisted candidates will be invited to attend an assessment day between **Tuesday 28 and Friday 31 January 2020** at the Board's office. The assessment day will include a briefing exercise (to be completed on the day) and an interview; the Panel will be as outlined above.

## Quality assurance

The appointed Selection and Assessment Advisor (S&AA) will be responsible for facilitating the shortlisting and assessment days and will quality assure and dip-sample the Panel's assessments to ensure these adhere to the principles of fair and objective assessment.

In order to provide further assurance, an independent Equality, Diversity and Human Rights (EDHR) Advisor will also be present during the shortlisting and assessment days to provide oversight and an additional level of scrutiny, probity and transparency that the processes are conducted in line with the principles of merit, fairness and openness.

In line with the Board's Guidance for the Appointment of Chief Officers and Senior Staff Equivalents, the PSNI Chief Constable will provide professional policing advice to the Panel during the shortlisting and assessment days on how well a candidate's response fits within operational areas covered as part of the assessment process. The Chief Constable will be present to provide professional advice and will not be involved in the formal assessment of candidates or decision making.

### Dates to remember

Date	November 2019
7	Advertisement launch and applications open
Date	December 2019
6	Applications close (12:00 noon)
Date	January 2020
17	Shortlisting
20	Applicants notified of shortlisting outcome (no later than)
20 - 24	Familiarisation day (date TBC)
28 - 31	Assessment day – briefing exercise & interview day(s)

### Assessment day expenses

The Board will pay reasonable and necessary expenses of candidates invited to the assessment day.

# TERMS & CONDITIONS OF THE APPOINTMENT

## Terms of appointment

The appointment will be for up to a five year fixed term and will be discussed and agreed with the successful candidate.

## Termination

Termination of appointment is subject to three calendar months' notice in writing from either party.

## Medical examination

The successful candidate will be required to undertake a medical examination before taking up appointment.

## Security clearance

The successful applicant will be appointed subject to holding or obtaining security clearance at Developed Vetting (DV) level. In addition, the successful candidate will undergo the process to achieve enhanced Developed Vetting as part of the appointment process.

## Residence

The Board envisage that the successful candidate will reside in Northern Ireland throughout the period of their appointment as Deputy Chief Constable.

## Working duty

The post holder must devote the whole of their time to the duties of the office of Deputy Chief Constable and will not hold any other appointment or engage in other work except with the prior written consent of the Board.

## Working hours

Working hours will be not less than 40 hours per week and such as are needed to fulfil the requirements of the post, subject to the requirements of the Working Time Directive. However, the post holder will have responsibility for representing the PSNI and meeting statutory and operational requirements, often at short notice, which may require working additional hours. There is a requirement to be contactable 24 hours per day when not on leave or in the absence of a designated deputy. The role will require evening and weekend working, including attending meetings and events during these times.

## **Pension**

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

## **Removal and relocation expenses**

A removal and relocation package may be available to the successful candidate should they be required to move house as a result of this appointment.

## **Holiday**

The post holder is entitled to leave in accordance with Police Regulations.

## **Telephones, IT and other equipment**

Mobile telephone, palmtop organiser, laptop computer and other equipment, which is necessary to ensure convenient working arrangements, will be made available.

## **Disclosure of relationships**

Canvassing members of the Board or the Panel, either directly or indirectly, will lead to disqualification from the selection and assessment process. Applicants must disclose any relationship to a member of the Panel and failure to disclose will also result in disqualification from the process.

## USEFUL INFORMATION

You are encouraged to visit and access information from the [Board's website](#), and key documents and suggested websites listed below, to get a better understanding of the unique blend of policing challenges across Northern Ireland.

### Key documents

- [Northern Ireland Policing Board Annual Policing Plan 2019 - 2020](#)
- [Northern Ireland Policing Board Corporate Plan 2017 - 2020](#)
- [Police Service of Northern Ireland \(PSNI\) Annual Statement of Accounts 2017 - 2018](#)
- [PEEL: Police efficiency 2017 – Police Service of Northern Ireland – Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services](#)
- [PEEL: Police effectiveness 2017 – Police Service of Northern Ireland – Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services](#)
- [Police Service of Northern Ireland \(PSNI\) Code of Ethics](#)
- [Police \(Northern Ireland\) Act 2000](#)
- [Local Policing Review 2018: Consultation Response](#)
- [Local Policing Review 2018: Consultation Results and Analysis](#)

### Useful website links

- [Police Service of Northern Ireland](#)
- [Policing and Community Safety Partnerships](#)
- [Department of Justice](#)
- [Police Ombudsman for Northern Ireland](#)

### Queries

Any questions in relation to the Deputy Chief Constable role, selection process or the familiarisation day should be directed to:

**Amanda Stewart - Chief Executive**

Phone: +44 (0) 028 9040 8500 or e-mail: [amanda.stewart@nipolicingboard.org.uk](mailto:amanda.stewart@nipolicingboard.org.uk)





## Northern Ireland Policing Board

Waterside Tower  
31 Clarendon Road  
Clarendon Dock  
Belfast BT1 3BG



028 9040 8500



[information@nipolicingboard.org.uk](mailto:information@nipolicingboard.org.uk)



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