



ASSISTANT CHIEF CONSTABLE

POLICE SERVICE OF NORTHERN IRELAND (PSNI)
CANDIDATE INFORMATION BOOKLET
OCTOBER 2024



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1. NORTHERN IRELAND POLICING BOARD CHAIR'S MESSAGE

Thank you for your interest in the position of Assistant Chief Constable (ACC) for Police Service of Northern Ireland.

The Northern Ireland Policing Board (the Board) is seeking to appoint ACCs who will support the Chief Constable, Deputy Chief Constable and Chief Operating Officer in the delivery of policing and play a key leadership role as a member of the Police Service of Northern Ireland Service Executive Team (SET).

Working together with the Board, the Chief Constable has set out a vision for policing in Northern Ireland. We share a common ambition and are committed to building a safe, confident and peaceful society. Central to this is ensuring the policing service has the ability and capability to deliver, with support from the community, and continues to drive an inclusive and human rights based culture.

As an ACC you will be part of the Service Executive Team and will lead a policing portfolio whilst also driving and supporting other organisational wide projects including transformation and modernisation programmes already underway.

Crucial to the success of the service will be securing sufficient funding and implementing an operating model to maximise the impact of available policing resources. Opportunities to continue to build trust and confidence within the service and the wider community will need to be capitalised upon. The demands on policing are changing and the delivery model must adapt, but policing with the community remains as important today as it was over 20 years ago when the service was first established.

The successful persons will have exceptional leadership skills and a significant level of resilience for these high profile, demanding and fast paced roles.

This Candidate Information Booklet provides information on the ACC role along with the values and competency areas that will be assessed during the selection and assessment process.

If you think you have the experience, commitment and capability to undertake one of these demanding but rewarding positions, I hope you will apply.

MUKESH SHARMA MBE DL
CHAIR | NORTHERN IRELAND POLICING BOARD





2. CHIEF CONSTABLE'S MESSAGE

Policing in Northern Ireland has unique challenges. We are operating under a substantial terrorist threat; we police the only land border with the EU; we operate in a challenging and complex political landscape and under the spectre of austere cuts to our budget.

Facing down these challenges will necessitate a leader with a broad and diverse experience of policing and someone who can demonstrate innovative decision making with a proven record in managing considerable risk.

We place Neighbourhood Policing at the core of our policing model and require Assistant Chief Constables to work in smarter, more intelligent ways to cut bureaucracy and boost productivity and problem solving measures in our communities. We are looking for team players to join the senior team, who can work collaboratively, operate within a complex and demanding environment and who have sound political and business acumen.

Maintaining and improving performance levels remain key, so you must be comfortable in operating at pace and scale to understand, analyse and challenge how we can get the best out of our officers and staff.

Our most valued asset is our workforce and this recruitment process requires leaders who will support, enable and improve our people even further to enable them to deliver the finest policing services in the United Kingdom.

A core focus of the organisation is our commitment to be a victim focused police service that places victims at the heart of everything that we do. The PSNI is the most human rights compliant police service in the UK and our future Assistant Chief Constables must demonstrate a clear understanding and commitment to maintaining and further delivering on that cherished reputation.

Finally, workforce wellbeing is especially important at this time and you must be able to show that you care about your people and can provide for the high standards of personal behaviour expected from our communities.



JON BOUTCHER QPM

CHIEF CONSTABLE | POLICE SERVICE OF NORTHERN IRELAND



3. MAKING THE MOVE TO THE POLICE SERVICE OF NORTHERN IRELAND

Living and working in Northern Ireland has many attractions.

Northern Ireland is a dynamic, vibrant and forward-thinking region committed to promoting economic prosperity, cultural development and international growth and engagement. We have a population of approximately 1.9 million and are around 14,130 km² in size, comprising urban and rural communities.

House prices remain well below other UK locations representing excellent value for money. The latest price index is reported quarterly by Land and Property Services at finance-ni.gov.uk.

We also have an excellent range of schools and colleges, catering for all abilities and interests. Northern Ireland school exam results are consistently well above the UK national average and offer young people an exceptional academic start.

We have three airports that offer regular direct flights and connections to UK, Europe and the US making travel easy, as well as five commercial ports. Internally there are good road, rail and bus services. City, coast or countryside, nowhere is much more than an hour away.

Northern Ireland also has a reputation as a global leader in the fields of peace, security and conflict resolution. In addition the continued rise in inward investment from major global players in a range of commercial enterprises and in the film industry has dramatically raised opportunities and the wider economic profile of the region. Our hospitality, arts and culture are also world renowned, not to mention our dramatic coastlines, landmarks and mountains. Northern Ireland is widely regarded as a great place to visit, work, study, and invest.

Practical help and support with relocation is available and our removal and relocation package assists with many of the costs associated with making the move to Northern Ireland. [**Read the Removal and Relocation Policy here.**](#)

For more information on moving to Northern Ireland you might find this website useful:

[**www.niconnections.com/opportunity/moving-northern-ireland-guide**](https://www.niconnections.com/opportunity/moving-northern-ireland-guide)





4. THE POLICE SERVICE OF NORTHERN IRELAND PROFILE AND KEY STRATEGIC CHALLENGES

The Police Service of Northern Ireland was formally established on 4 November 2001 and is responsible for the delivery of policing services in Northern Ireland. It has a wide range of statutory responsibilities and legal obligations to fulfil and serves a diverse population of approximately 1.9 million people, with circa 8,700 police officers and staff supported by a budget of circa £896 million.

The Police Service of Northern Ireland is an organisation that cares and listens to the wider community, its staff and partners, and the Chief Constable is accountable to the Northern Ireland Policing Board which is the main accountability body for policing in Northern Ireland responsible for efficient and effective police performance across all communities.

Working together with the community and other partner organisations, the Police Service of Northern Ireland is at the heart of delivering a policing service that is visible, accessible, responsive and community focused, using a neighbourhood policing model.

Policing needs to continually evolve and adapt to meet the needs of Northern Ireland's diverse communities. The population is also 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 immigration.

Additionally, Northern Ireland is projected to have the largest increase in pension age population across the UK and the largest decrease in the population of children. This will result in a more diverse society with changes in demographic make-up, language, and culture.

The Police Service of Northern Ireland has progressed significantly since its inception in 2001, and whilst much has been achieved, there is much still to do to meet the challenges of the future. Against a backdrop of a potential financial shortfall in 2024/25 of £37m Assistant Chief Constables will play a leading role in shaping the 2025-2030 Policing Plan and the operational models required to ensure the policing plan is delivered and the operational priorities met.

In common with other public services in Northern Ireland the police service is facing a profoundly challenging budgetary situation which the Chief Constable has described as "insufficient and unsustainable". The local policing model is coming under significant pressure as a result of these structural funding issues and overcoming these will be a significant challenge and focus in the years ahead.

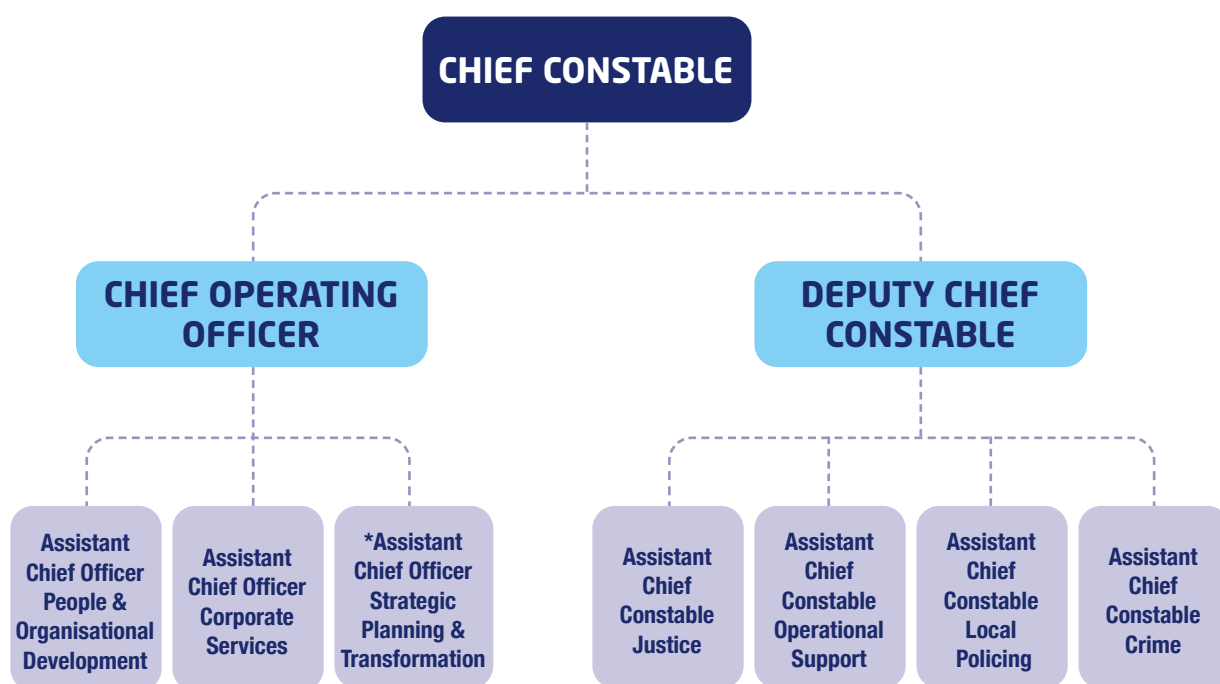
PSNI operates under a substantial terrorist threat and there are significant levels of organised and serious crime, requiring a continuous effort to keep people safe. Operational policing performance is strong, with Northern Ireland being one of the lowest regions for recorded crime, and PSNI are delivering crime outcome rates for victims that are amongst the highest nationally. Successive surveys indicate high levels of confidence in operational policing. The Police Service of Northern Ireland has a reputation for excellence across United Kingdom and international policing.



THE POLICE SERVICE OF NORTHERN IRELAND: SERVICE EXECUTIVE TEAM STRUCTURE

The Police Service of Northern Ireland is focused on being a modern service that is equipped to respond effectively to the rapidly changing nature of crime and to the expectations of the communities it serves.

The SET structure is outlined below:



* Temporary for 3 years from March 2022 with possibility of two further 1 year extensions





5. ASSISTANT CHIEF CONSTABLE JOB DESCRIPTION

ROLE TITLE:

ASSISTANT CHIEF CONSTABLE, POLICE SERVICE OF NORTHERN IRELAND

ACCOUNTABLE TO:

DEPUTY CHIEF CONSTABLE, POLICE SERVICE OF NORTHERN IRELAND

ROLE SUMMARY:

The Assistant Chief Constable, Police Service of Northern Ireland:

- Is responsible for contributing to the creation of the vision and setting direction and culture for the service as part of the Service Executive Team (SET) that builds public and organisational confidence and trust and enables the delivery of an effective policing service.
- Contributes to the development and implementation of the service's Horizon Plan.
- Is responsible for reviewing and driving performance and culture within their designated area of responsibility in order to provide a professional, effective and efficient policing service in line with the direction and vision of the service.
- Is directly responsible for leading and commanding the operational policing responses within their area of responsibility.
- Contributes to the development of local, regional and national (UK and Ireland) policing within a specific area of expertise and may be accountable for national operations or standard setting.





KEY ACCOUNTABILITIES

- Support the setting of the organisational and operational strategy for the Police Service of Northern Ireland, in alignment with wider plans and objectives such as the Policing Plan, in order to provide an effective and efficient policing service that meets current and future policing demands.
- Represent the Police Service of Northern Ireland, adhering to the principle of operational independence, and liaise with the Northern Ireland Policing Board to provide operational information in relation to their area of responsibility to enable the Board to meet its legislative and oversight duties and to provide public assurance.
- Support the Chief Constable, Deputy Chief Constable and Chief Operating Officer to lead the Police Service of Northern Ireland, embedding the organisational culture and promoting values, ethics and high standards of professional conduct to enable an effective and professional service and Chair misconduct panels.
- Liaise with the SET to develop operational plans to enable the effective and compliant implementation of the Service Delivery Plan within their area of responsibility.
- Lead, motivate and engage a team of senior policing professionals, promoting workforce wellbeing, facilitating impactful professional development and performance management to create an empowered team effectively contributing to the achievement of Police Service of Northern Ireland's vision and core outcomes.
- Delivery of Police Service of Northern Ireland's operational strategies and policing responses/ investigations across own area of responsibility to ensure an efficient and compliant policing service which enables effective law enforcement and public protection.
- Effectively measure, evaluate and report on performance within own area of responsibility utilising findings to drive improvements in service delivery.
- Set and manage budgets and resource plans across their portfolio in line with the wider budget framework to maximise the efficient use of resources, ensure the effective use of public spending and maximise value for money.
- Lead responses to particularly high risk and/or cross-service/force major events and serious investigations, setting strategic objectives and priorities, assessing and managing threat and risks and directing the deployment of resources to ensure an appropriate and effective response in line with legal and Police Service of Northern Ireland's requirements.
- Develop and maintain strategic relationships with local and regional partners, effectively influencing and collaborating to enable the achievement of objectives for the area of responsibility, to improve public safety and build trust and confidence in policing.
- Represent the Police Service of Northern Ireland at a local, regional and national (UK and Ireland) level to the public, media and other external stakeholders to support the Chief Constable to promote visibility, connect with the public and build confidence in policing.
- Effectively manage and encourage development, change and innovation, ensuring enhanced productivity, value for money and continuous improvement in evidence-based policing.





6. ASSISTANT CHIEF CONSTABLE PERSON SPECIFICATION

ROLE TITLE:

ASSISTANT CHIEF CONSTABLE, POLICE SERVICE OF NORTHERN IRELAND

SALARY:

£115,026 (PLUS BENEFITS)

APPOINTMENT:

The appointment will be subject to Ministerial approval.

ESSENTIAL CRITERIA:

- Successful completion of the Police Executive Leadership Programme (Level 5) or the previous Strategic Command Course (SCC) or equivalent; and
- Extensive operational command experience*

* Evidence provided could include operational policing command demonstrating leadership experience from a range of areas such as crime management, community relations and 'live' real-time command incidents (e.g. managing serious crime investigations, firearms incidents, major sporting events, public order, anti-social behaviour, or a major disaster). The evidence provided should cover the full operational cycle from planning, implementation, monitoring and evaluation of the outputs/outcomes.

TERM:

The appointments are permanent and the successful candidates will be expected to commence within three months of accepting an ACC position.

LOCATION:

The majority of work will be carried out from the PSNI Headquarters, 65 Knock Road, Belfast BT5 6LE. However, the nature of the work will also require travel throughout Northern Ireland and across the UK.



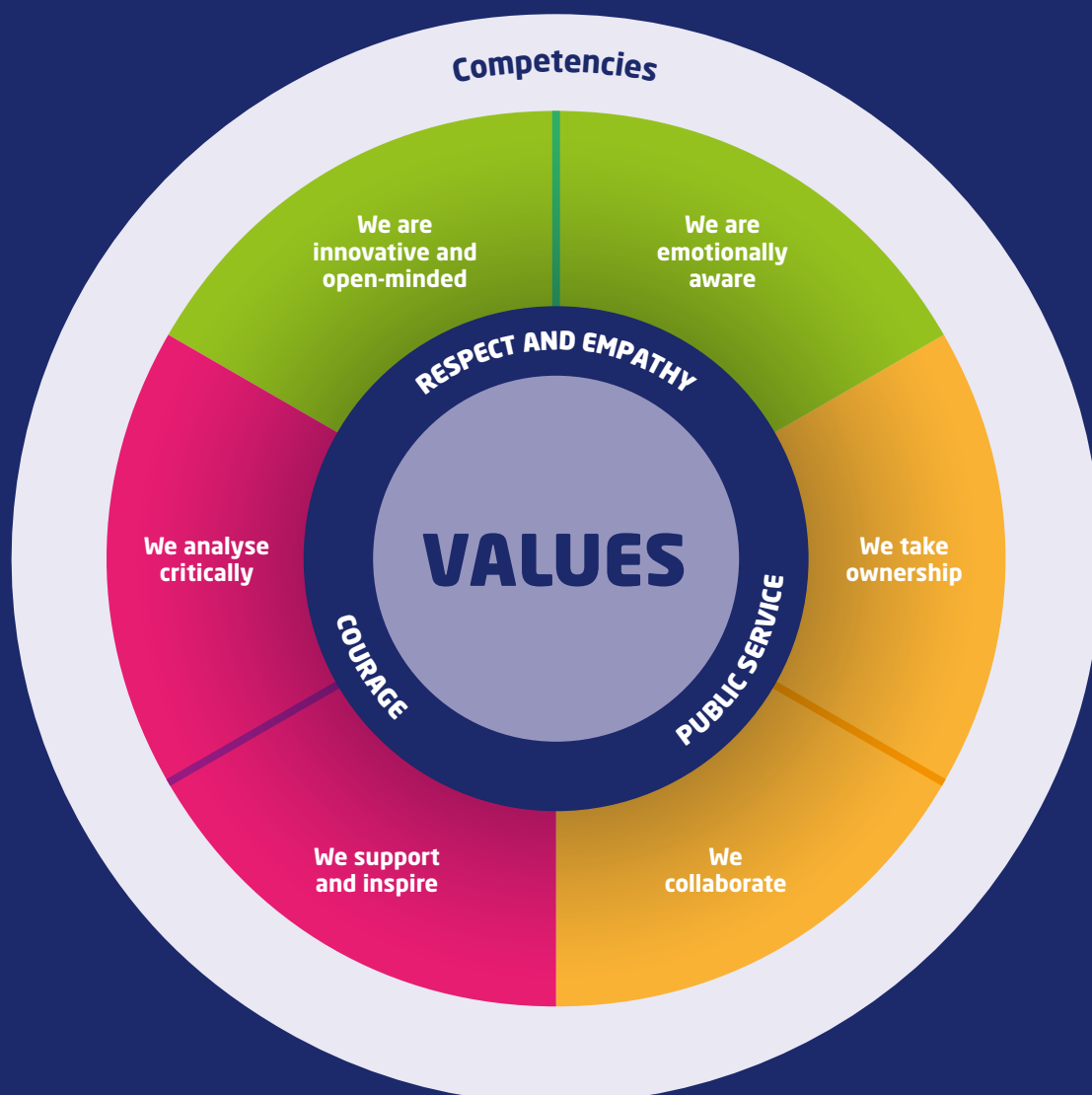


COMPETENCIES & VALUES:

The Northern Ireland Policing Board (the Board) expects the successful candidates to embody and act in line with the values and the competencies set down in the College of Policing competencies and values framework for Chief Officers. For the purposes of this particular role the competencies will be assessed during the selection process at level 3 – senior manager/executive level.

Candidates are also expected to provide demonstrable evidence that they act in line with the policing principles and standards set out in the Police Service of Northern Ireland Code of Ethics with a particular emphasis on the principles of equality and integrity for the purposes of the selection process.

The College of Policing Competency and Values Framework can be found [here](#).





7. APPLICATION, SELECTION PROCESS AND TIMELINE

APPLICATION DOCUMENTATION

Candidates are strongly advised to read all the sections of this document and other information available on the Board's [**Assistant Chief Constable Recruitment**](#) webpage before completing and submitting their application.

Candidates are expected to return a completed **application form and an equality and diversity monitoring form**. The application form is designed to provide a standardised format for collecting information from all applicants for the Assistant Chief Constable roles. The Equality and Diversity Monitoring Form collects information used for Equality monitoring purposes only which is a legal requirement in Northern Ireland. Information provided 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 upon receipt.

Candidates are also required to submit with their application the end programme report from the SCC or Police Executive Leadership Programme (Level 5) (as appropriate to the candidate, if available).

All the information needed to prepare and to submit your application can be accessed and downloaded from the Board's [**Assistant Chief Constable Recruitment**](#) webpage.

All documents should be returned in electronic format to: **recruit@headstogether.com**
c/o Joanne Kane, Director.

All the documentation must be received no later than **12 noon on Monday 4 November 2024**.

FAMILIARISATION DAY

To help shortlisted applicants learn more about the role, the Board will host a familiarisation day at the Board's office on a date to be confirmed. Whilst this is not a formal part of the selection process, applicants are encouraged to attend if possible.

If you are interested in attending the familiarisation day please contact Joanne Kane in the first instance to make the necessary arrangements (contact details above).

FAMILIARISATION DAY EXPENSES

The Board will pay reasonable expenses of applicants who wish to attend the familiarisation day upon the provision of valid receipts.

Further information about the role can also be provided by the Chief Operating Officer in PSNI or the Chief Executive of the Policing Board. If you would like to avail of this, please contact **recruit@headstogether.com** c/o Joanne Kane, Director.



APPOINTMENT PANEL

All the information submitted by applicants will be considered by the Appointment Panel (the Panel) which will be chaired by **Mukesh Sharma**, Chair of the Board and will include:

- **Thomas O'Reilly - Independent Member**
- **Keith Buchanan - Political Member**
- **Linda Dillon - Political Member**
- **Nuala McAllister - Political Member**

The Panel will undertake the shortlisting assessment against the essential criteria as detailed in the Person Specification. Shortlisting will take place on 8 November 2024.

Each candidate will be notified no later than close of play on 11 November 2024 of the shortlisting outcome and next steps as appropriate (see sections below).

The Panel will be assisted throughout the process by Headstogether Consulting Ltd, acting as Selection and Assessment advisor to the Northern Ireland Policing Board.

IN ADVANCE OF THE ASSESSMENT DAY

In advance of the assessment day shortlisted candidates will be required to complete an online personality questionnaire and to undertake a one-to-one interview with an Occupational Psychologist. Shortlisted candidates will be contacted and sent details about how to access and complete the online personality questionnaire and arrangements for the interview with the occupational psychologist as appropriate.

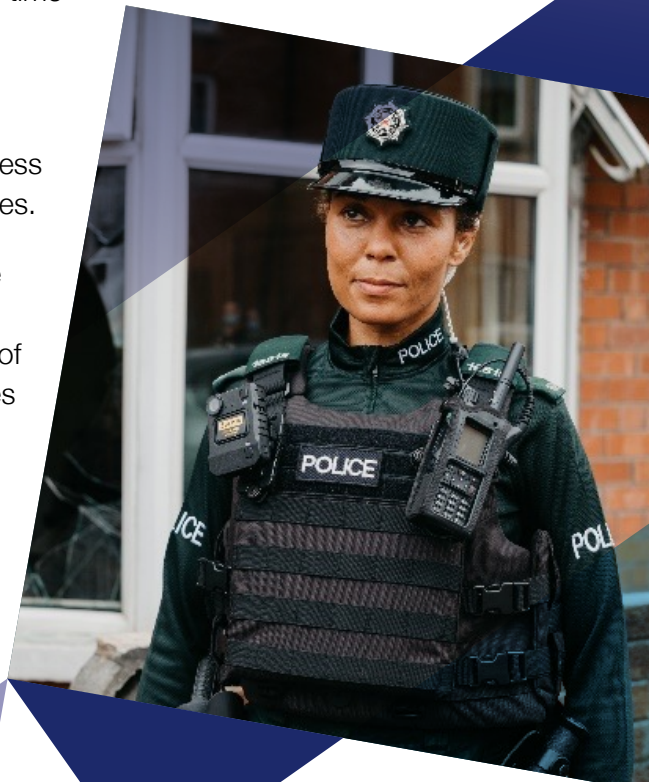
In advance of the assessment day shortlisted candidates will also be required to prepare a presentation on a topic advised at the time that shortlisting decisions are issued.

ASSESSMENT DAY

Shortlisted candidates will be invited to attend a selection process to take place during w/c 2 December 2024 at the Board's offices.

The assessment day will contain 3 components: delivery of the pre-advised presentation followed by a question and answer session on the presentation; a briefing exercise, further details of which will be advised on the day; and a competency and values based interview.

The panel will be as outlined above. The Chief Constable of the PSNI and the Board's Selection and Assessment advisor will be present throughout the selection process but will not be involved in the formal assessment of candidates or decision making. The Chief Constable's role will be to provide professional policing advice to the Panel during the assessment process.





DATES TO REMEMBER

Date	October 2024
14th	Advertisement launch and applications open.
Date	November 2024
4th	Applications close (12:00 noon).
8th	Shortlisting takes place.
w/c 11th	Applicants will be notified of the shortlisting outcome. Shortlisted candidates will be sent further details in order to access the online psychometric testing and they will be provided with further details of the presentation topic to be prepared in advance.
w/c 11th & 18th	Shortlisted candidates will be required to complete an online personality questionnaire and to undertake an interview with an Occupational Psychologist.
w/c 11th & 18th	Familiarisation day takes place.
Date	December 2024
w/c 2nd	Selection process takes place - presentation, briefing exercise & interview.

ASSESSMENT DAY EXPENSES

The Board will pay reasonable expenses for candidates invited to participate in the selection process upon the provision of valid receipts.



8. TERMS & CONDITIONS OF APPOINTMENT

TERM OF APPOINTMENT

The appointment will be subject to approval by the Minister of Justice in accordance with paragraph 35 (2) of The Police (NI) Act 2000 and in accordance with the Police Service of Northern Ireland Regulations 2005, and associated determinations.

The appointment is permanent and successful candidates will be expected to commence within three months of accepting a post.

TERMINATION

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

MEDICAL EXAMINATION

The successful candidates will be required to undertake a medical examination and be certified medically fit before taking up appointment.

VETTING AND SECURITY CLEARANCE

The successful candidates will be appointed subject to holding or obtaining security clearance at Developed Vetting (DV) level. Candidates are asked to provide on their application form information in relation to outstanding criminal investigations or disciplinary proceedings being carried out in relation to conduct and previous criminal justice proceedings, convictions, or disciplinary offences whether they been expunged or not, and the information provided by shortlisted candidates will be checked.

WORKING DUTY

The post holder must devote the whole of their time to the duties of the office of Assistant 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 Police Service of Northern Ireland 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 in line with the Board's Removal and Relocation Policy will be available to the successful candidates should they be required to move home as a result of this appointment. This can be viewed [here](#).

HOLIDAYS

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

TELEPHONES, IT AND OTHER EQUIPMENT

Mobile telephone and other necessary IT equipment will be made available.

DISCLOSURE OF RELATIONSHIPS AND CONFLICTS OF INTEREST

Canvassing members of the Board or the Appointment 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 Appointment Panel and any other potential conflict of interest at the outset of the process. Failure to disclose this information will result in disqualification from the process/ and or termination of employment if already offered.





9. USEFUL INFORMATION

We have set out below links to some information which candidates may find useful.
This list is not designed to be exhaustive:

KEY DOCUMENTS

- [Northern Ireland Policing Plan 2020-2025 and Annual Performance Plan 2024/25](#)
- [Police Service of Northern Ireland Code of Ethics](#)
- [Police \(Northern Ireland\) Act 2000](#)
- [PSNI Strategies](#)

USEFUL WEBSITE LINKS

- [Northern Ireland Policing Board](#)
- [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 Assistant Chief Constable role, selection process or the familiarisation day should be directed in the first instance to: Joanne Kane, Director of Headstogether Consulting Ltd (email joanne@headstogether.com or telephone **07785 995698**).



Northern Ireland Policing Board

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