



Police staff recruitment and selection Procedure/ policy

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Police staff recruitment and selection procedure – Overarching statement

The Police and Crime Commissioner and Chief Constable for Gloucestershire are committed to maintaining an appropriate workforce in support of their purposes. This encompasses Police Staff recruitment and selection.

Who does this apply to?

This procedure applies to all staff groups within the Office of the Police and Crime Commissioner (OPCC) and Gloucestershire Constabulary including Volunteers and temporary agency staff.

Special Constables not directly employed by Gloucestershire Constabulary will not be eligible to apply.

This procedure does not apply to Serving Police Officers.

Guiding Principles

This procedure sets out how staff will be recruited into the OPCC and Gloucestershire Constabulary.

Authorities

Any recruitment to a staff post will have been agreed by the relevant Head of Department or Superintendent.

Procedures - General

HR Resourcing is responsible for the management and administration of all OPCC and Police Staff recruitment and selection.

Managers with an approved OPCC and Police Staff vacancy should in the first instance liaise with the relevant HR Consultant. (HRC)

All staff involved in the recruitment and selection process for OPCC and Police Staff have a responsibility to ensure that the arrangements contained in this document are followed at all times.

Staff involved in the recruitment and selection process must inform HR Resourcing of any breach of this procedure

Every interview panel must have at least one person who is interviewer trained (either structured or behavioural dependent upon the type of interview being conducted) or who holds a suitable alternative qualification (e.g. CIPD). HR Resourcing will hold an up to date list of trained staff.

Procedures – Staff affected by the Management of Change policy

Where existing staff may be affected by the reorganisation of staffing structures / hours, then the arrangements contained in this document may be superseded by the special provisions outlined in the [Management of Change Policy](#).

Procedures – Agency workers

Agency workers are covered by the Agency Workers Regulations.

Procedures – The recruitment procedure

All recruitment and selection will be managed by Hr Resourcing. Staff requests will be authorised by the relevant Head of Department or Superintendent.

Vacancies will follow the agreed procedure:-

- ◆ Redeployment
- ◆ Internal staff only application
- ◆ External advertisement.

Line Manager and HR Consultant

Review the role profile

The Role Profile will form the basis of the job evaluation process and must be compiled in accordance with the agreed format. The Role Profile provides the basis for the preparation of the advertisement, the shortlist, interview, and selection decision.

Every job must have a Role Profile held on the IPR system. Should this not be the case or the post is new the relevant HRC should be informed immediately. The relevant HRC will support the immediate line manager in drafting the Role Profile.

The Role Profile must detail the qualifications, relevant experience and skills a candidate should demonstrate in order to perform the job safely and effectively. All qualifications, relevant experience and skills must be justifiable and proportionate.

If the organisation needs to source another or additional candidates, the recruitment processes may be revisited where a vacancy or vacancies occurs within 3 months of the conclusion of a process where the role profile, location, grade and Terms and Conditions of the post are exactly the same. Consideration to revisit a recruitment process within 6 months of the conclusion of a process will only be considered in exceptional circumstances which could be, but is not limited to, a specific skill, qualification or organisational risk.

Any request to revisit a process should be discussed with HR Resourcing in the first instance.

Shortlisting

The line manager and panel members must complete a shortlisting matrix for each vacancy.

Under the Disability Confident scheme all applicants who consider they to have a disability as defined by the Equality Act 2010 and who meet the minimum criteria will be shortlisted regardless of the total number of applications received.

If an applicant, internal or external, identifies that they have a disability as defined by the Equality Act 2010 any reasonable adjustments will be made to assist the applicant to participate in the selection process on an equitable basis.

Interview Panel

The chair of the interview panel is responsible for ensuring all documentation is completed and returned to HR Resourcing.

Monitoring and reviewing

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High Equality Impact Assessment Police Staff Recruitment Procedure - EIA Nov 2018.doc	13/12/2013	30/11/2017		30/11/2018

Previous How to/What is guides can be found with the Government and Compliance team, if required.