



Lincolnshire
POLICE & CRIME
COMMISSIONER

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Lincolnshire Police Chief Constable

Candidate Information Pack

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LETTER FROM POLICE & CRIME COMMISSIONER



Lincolnshire POLICE & CRIME COMMISSIONER

SAFER TOGETHER

Deepdale Lane, Nettleham, Lincoln LN2 2LT
Telephone (01522) 947192 Fax (01522) 558739
E-Mail: lincolnshire-pcc@lincs.pnn.police.uk Website: www.lincolnshire-pcc.gov.uk

Date: 31 July 2020

Dear applicant,

Recruitment of Chief Constable

Lincolnshire is a vast, beautiful county with coastal, rural and urban areas and we need a Chief Constable who recognises the unique challenges this presents to policing and sees value in being part of the community they serve.

We need someone who will listen to the needs of our communities and deliver a long term vision to lead the Force, drive down crime and work in effective partnerships to enhance the safety and feeling of safety for all.

Lincolnshire Police has long been at the forefront of using innovation to meet its challenges and this is something I'm keen to progress further. There will be exciting and challenging times ahead and I personally want a Chief Constable who understands the need for open and clear dialogue which translates into action and results.

I look forward to working with the new Chief Constable of Lincolnshire Police and seeing the Force go from strength to strength under confident and inclusive leadership.

Yours sincerely

Marc Jones
Police and Crime Commissioner for Lincolnshire

CHIEF CONSTABLE ADVERTISEMENT

CHIEF CONSTABLE SOUGHT FOR LINCOLNSHIRE POLICE – £142,896 (more will be made available for an exceptional candidate by negotiation) plus benefits

The Lincolnshire Police Crime Commissioner is seeking to appoint:

A new Chief Constable who will bring a strong, long term vision and commitment to community focussed policing in Lincolnshire. Already a highly effective Chief Officer with breadth and depth of executive leadership experience, the successful candidate will be able to quickly connect and establish credibility with staff, partners, stakeholders and communities across the county.

You should be decisive yet considered in decision making, value an evidence based approach and have a proven track record in leading change in a complex environment, have an ability to build and maintain strong collaborations and be able to demonstrate delivering results through the development of operational policing plans which support building trust and confidence internally and externally.

Organisational priorities include driving ongoing improvement and performance, whilst continuing to develop a culture of collective leadership, where staff feel empowered, valued and can directly contribute.

Protecting and reassuring the public, reducing crime, supporting victims, community policing and protective services whilst increasing public confidence are high on the list of operational policing priorities.

Ensuring the wellbeing and resilience of officers and staff within Lincolnshire Police should also be at the forefront of the new Chief's mind.

The successful candidate will be an effective and engaging communicator who is approachable, listens and is responsive to the diverse needs inside the organisation and communities throughout Lincolnshire.

We have already done much to achieve savings and efficiencies, within and beyond the organisation but there is still much to do. If you want the exciting challenge of leading Lincolnshire Police to the next level over the next five years and beyond, we look forward to hearing from you.

We can offer you the opportunity to live in one of the most beautiful locations in the UK. As well as the unique blend of policing challenges, Lincolnshire has a rich mix of breath-taking scenery, history and culture, providing a quality of life second to none.

To find out more, including full details about the role and to access the application materials visit the [Leading Lincolnshire Police](#) website.

Closing date for Applications: 12 noon Friday 21 August 2020.

The Office of the Police and Crime Commissioner for Lincolnshire and Lincolnshire Police are committed to having a workforce representative of the community it serves. We are also committed to equality of opportunity and welcome applications to all vacancies from any suitably qualified candidate. Applications are particularly welcome from females and members of ethnic minority communities as they are currently under-represented.

APPLICATION, SELECTION PROCESS & TIMELINE

Applications

Applicants are strongly advised to read all the sections of this document along with the Job Description, Person Specification and other information available on the [Police Commissioner's website](#) before completing and submitting their application.

All the information, including this Information Pack and forms needed to prepare and submit your application can be accessed and downloaded from the Commissioner's website, 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, values and competencies needed to perform the role.
- **Application Form** – is designed to collect personal details and information about your experience, qualifications, motivation, and confirming that you meet the essential eligibility criteria and key skills, values and competencies detailed in the Chief Constable Person Specification.
- **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.
- **Chief Constable's Reference** – a reference from your current Chief Constable or equivalent (e.g. Police and Crime Commissioner). A template for completion is available on the [Leading Lincolnshire Police](#) webpage along with the application form and equality & Diversity Monitoring Form. This reference template should be given to your Chief Constable (or equivalent) to complete and return in hardcopy or electronically.

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

All completed forms should be returned to:

Malcolm Burch - Chief Executive
Office of the Police and Crime Commissioner for Lincolnshire
Deepdale Lane, Nettleham, Lincoln, LN2 2LT

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

malcolm.burch@lincs.pnn.police.uk

All the documentation should be received no later than **12 noon Friday 21 August 2020**.

Familiarisation day

To help applicants learn more about the role and organisation, the Commissioner will host a familiarisation day on **Thursday 27 August 2020**. While this is not a formal part of the selection process, applicants are encouraged to attend.

If you are interested in attending the familiarisation day please contact, Malcolm Burch, Chief Executive (Malcolm's contact details can be found on page 4 and 10).

Familiarisation day expenses

The Commissioner's Office will consider paying reasonable and necessary expenses of candidates who wish to attend the familiarisation day.

Shortlisting panel

Submitted applications will be considered by the Police and Crime Commissioner and his shortlisting panel:

- **Dee Collins** – Policing Advisor
- **Anna Graves** – Chief Executive of South Holland District Council
- **Heather Roach** – Chair of Lincolnshire's Adult Safeguarding Board
- **Kam Sandhu** – Independent Member

The Panel will undertake the shortlisting assessment against the essential criteria, skills, values, 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 **Tuesday 25 August 2020**.

Each applicant will be notified no later than close of play **Tuesday 25 August 2020** of the shortlisting outcome and next steps as appropriate. Shortlisted candidates will receive specific details about the their two day assessment timetable and more information about the different assessment elements.

Assessment days

Shortlisted candidates will be invited to attend two days of assessment, **Wednesday 02 and Thursday 03 September 2020**. The two days of assessment will include the following elements:

Day 1 – a 60 minute question and answer session with members of staff drawn from different business areas and departments from within Lincolnshire Police and a 35 minute external stakeholder interview. These elements of the assessment will take place at the Council Chamber at the offices of Lincolnshire County Council.

The external stakeholder interview panel on the first day will be:

- **Martin Davies** – Regional Probation Director
- **Cate Moore** – Independent Chair of Lincolnshire Police Ethics Panel
- **Barry Young** – Executive Councillor for Community Safety and People Management

Day 2 – a 60 minute round-table meeting with external stakeholders and interest groups from across Lincolnshire and a 70 minute presentation (subject matter to be given on the day) and interview. These elements of the assessment will take place at conference facilities near to the Police Headquarters (tbc).

The assessment panel on the second day will be:

- **Anna Graves** – Chief Executive of South Holland District Council
- **Marc Jones** – Lincolnshire Police & Crime Commissioner
- **Lynne Owens** – Director General of the National Crime Agency
- **Heather Roach** – Chair of Lincolnshire’s Adult Safeguarding Board
- **Kam Sandhu** – Independent Member

Dates to remember:

| | |
|-------------|---|
| Date | July 2020 |
| 31 | Advertisement launch and applications open |
| Date | August 2020 |
| 21 | Applications close (12:00 noon) |
| 25 | Shortlisting |
| 25 | Applicants notified of shortlisting outcome |
| 27 | Familiarisation day |
| Date | September 2020 |
| 02 | Assessment Day 1 |
| 03 | Assessment Day 2 |
| tbc | Police and Crime Panel (PCP) confirmation hearing |
| Date | December 2020 |
| 19 | Appointment |

Assessment day expenses

The Commissioner’s Office will pay reasonable and necessary expenses of candidates invited to the two days of assessment.

TERMS & CONDITIONS OF THE APPOINTMENT

Appointment

The appointment will be subject to the approval of the Police and Crime Panel (PCP), the provisions of the Police Act 1996, Police Regulations.

Confirmation hearing

The Commissioner will make an appointment subject to a confirmation hearing convened by the PCP after the formal assessment process. The successful candidate will be invited to attend this hearing, which will be held on a date to be confirmed during **September 2020**.

Salary

The annual salary is **£142,896** per annum (more will be made available for an exceptional candidate by negotiation).

Date of appointment

The successful candidate will be expected to take up the appointment on **Saturday 19 December 2020**.

Length of appointment

The appointment will be for up to a five year fixed term and will be discussed and agreed with the successful candidate as part of the final negotiations, which will also include the option for extending the initial five year term.

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.

Working duty

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

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 Lincolnshire Police 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.

Working location

The majority of work will be carried out from Lincolnshire Police Headquarters, Deepdale Lane, Nettleham, Lincoln, LN2 2LT. However, the nature of the work will also require travel throughout Lincolnshire and across the UK.

Holiday

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

Pension

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

Termination

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

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.

Removal and relocation expenses

The Office for the Police and Crime Commissioner will meet the full cost of reasonable removal and resettlement expenses (including tax liabilities) incurred by the Chief Constable in taking up the appointment.

A housing allowance or transitional housing allowance will be paid, if appropriate, in accordance with the Police Regulations.

Disclosure of relationship

Canvassing members of the Commissioner's Sifting or Assessment Panels, either directly or indirectly, will be a disqualification from the process. Applicants must disclose any relationship to a member of the Commissioner's Sifting or Assessment Panels and failure to disclose will be a disqualification from the process.

USEFUL INFORMATION

Applicants are encouraged to visit the [Police and Crime Commissioner's](#) website to access more information about the Commissioner's vision, Lincolnshire Police and policing the county.

Useful links

[Lincolnshire Police](#)

[City of Lincoln Council](#)

[Lincolnshire County Council](#)

[Boston Borough Council](#)

[East Lindsey District Council](#)

[North Kesteven District Council](#)

[South Kesteven District Council](#)

[South Holland District Council](#)

[West Lindsey District Council](#)

[Just Lincolnshire](#)

Queries

Any questions in relation to the role, selection or appointment process should be addressed to:

Malcolm Burch
Chief Executive to the
Police and Crime Commissioner for Lincolnshire
Deepdale Lane
Nettleham
Lincoln
LN2 2LT

or e-mail: malcolm.burch@lincs.pnn.police.uk



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