



Making Northern Ireland Safer For Everyone Through Professional, Progressive Policing

## FREEDOM OF INFORMATION REQUEST



**Request Number:** F-2009-03699

**Keyword:** Human Resources

**Subject:** DISTRICT TRAINERS IN G DISTRICT

### Request and Answer:

This is to inform you that the Police Service of Northern Ireland has now completed its search for the information you requested and the answer to your questions are as follows:

#### Question 1

Please disclose how many Police Constables are permanent District Trainers in G District.

#### Answer

3 Police Constables are permanent District Trainers in G District.

#### Question 2

How many Constables are temporary attached to District Training within G District?

#### Answer

1 Constable is temporarily attached to G District Training.

#### Question 3

Please disclose when the last vacancy/trawl for District Training G District was advertised.

#### Answer

G District Training was last trawled on 29<sup>th</sup> September 2008.

#### Question 4

Was Service Procedure 55/2008 in regards to the advertising of this position and if so can all documents be disclosed? I.E When advertised, where advertised, what format did selection process take place?

#### Answer

Service Procedure 55/2008 was effective from 24<sup>th</sup> November 2008 and therefore was not in existence when the above mentioned trawl took place in September 2008. However the trawl notice is attached which confirms when and where advertised and the selection methodology.

Please see documents below relating to question 4.

## **Question 5**

What date was the last officer attached in post to G District Training?

## **Answer**

The last officer was attached in post to G District Training in January 2009.

If you have any queries regarding your request or the decision please do not hesitate to contact me on 028 9070 0164. When contacting the Freedom of Information Team, please quote the reference number listed at the beginning of this letter.

If you are dissatisfied in any way with the handling of your request, you have the right to request a review. You should do this as soon as possible, or in any case within two months of the date of issue of this letter. In the event that you require a review to be undertaken, you can do so by writing to the Head of Freedom of Information, PSNI Headquarters, 65 Knock Road, Belfast, BT5 6LE or by emailing [foi@psni.pnn.police.uk](mailto:foi@psni.pnn.police.uk).

If following an internal review, carried out by an independent decision maker, you were to remain dissatisfied in any way with the handling of the request you may make a complaint, under Section 50 of the Freedom of Information Act, to the Information Commissioner's Office and ask that they investigate whether the PSNI has complied with the terms of the Freedom of Information Act. You can write to the Information Commissioner at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. In most circumstances the Information Commissioner will not investigate a complaint unless an internal review procedure has been carried out, however the Commissioner has the option to investigate the matter at his discretion.

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

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

# Police Service of Northern Ireland

For Police Use Only

**VACANCY BULLETIN No: G/Training Constable Date: 29<sup>th</sup> Sept 2008**

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This Vacancy Bulletin is advertising vacancies in the following:

- Training Constable PDU Waterside

All applications must be submitted on the Self Nomination Form attached to this Vacancy Bulletin.

Any queries in relation to all competitions should be addressed to the HR Manager, Strand Road, ext 57183.

Further information on the Integrated Competency Framework can be found on PoliceNet by selecting Human Resources > Personnel > Resourcing Solutions > Integrated Competency Framework.

**Further information on the completion of Self Nomination Forms can be found in Appendix H of General Order Part 1 No 9/2003, File Box (a) – “Appointments, Interim Policy”.**

All applications, on the Self Nomination Form, should reach the HR Admin Office, Strand Road **not later than: 5.00 pm** on

Monday 20<sup>th</sup> October 2008

**The closing date and time, which applies to all vacancies advertised in this Vacancy Bulletin (unless otherwise stated), will be strictly adhered to and no exceptions will apply.**

**The onus is on the potential candidate to ensure that applications are submitted to Line Managers in sufficient time and that they have been received by the HR Department, Strand Road by the closing date and time.**

**ALL SUPERVISORS ARE REMINDED THAT THIS NOTICE SHOULD BE BROUGHT TO THE ATTENTION OF ALL OFFICERS UNDER THEIR COMMAND WHO ARE CURRENTLY ABSENT FROM DUTY.**

## Sickness Absence

### Eligibility to apply:

In accordance with PSNI Policy, eligibility to participate in any selection process will be subject to a satisfactory sickness absence record.

An officer will not be eligible to participate in a selection process if, at the identified closing date for applications, he/she:

1. is subject to a current **Formal or Final Warning**, issued in accordance with Service Procedure No. 43/2007 – Unsatisfactory Attendance Procedure – Police Officers;

or

2. has been absent from duty, as a result of sickness absence, for an average of more than fourteen days per year, over the two year period as identified below, or who has more than eight periods of sickness absence during the same period.

**The consideration period for this process will be 28<sup>th</sup> September 2006 to 29<sup>th</sup> September 2008.**

### Appeal:

Where an applicant is subject to a current **Formal or Final Warning**, as specified in **criteria 1** above, there is **no further route of appeal** and their application will be rejected from the process.

Where an applicant's sickness absence record fails to satisfy criteria 2 above, **mitigating circumstances may be taken into consideration**.

If an applicant wishes to have mitigating circumstances considered they should submit an appeal, with their application, outlining their circumstances. The appeals process, including the appeals criteria, is outlined in General Order Part 1, No 31/2003, File Box B(a) – "Guidance for Promotions, Appointments and Transfer Appeals".

If an appeals panel has discounted an absence relevant to this process on a previous occasion, applicants must provide a copy of an original letter confirming the period of absence being discounted.

Any applicant who does not meet the satisfactory attendance criteria and who does not submit an appeal or evidence of previous acceptance by an Appeals Panel **will be rejected** from the selection process.

If, after reading the above mentioned General Order, any officer is unsure whether the policy applies to them, clarification may be obtained by contacting HR Admin, Strand Road.

An appeals panel will be convened to consider all appeals immediately after the closing date, and individuals will be notified of the result by letter. Those who have their appeal upheld will be included in the selection process.

### Tenure of Posts:

As a result of a recommendation in the report of the Independent Commission on Policing in Northern Ireland, a working party has been tasked with examining the issue of tenure on behalf of the Chief Constable.

Applicants should be aware that the post they are applying for may become subject to tenure as a result of the findings of this working party.

**Appointments:**

In deciding appointments, Human Resources takes into consideration the interests of the Service, the community, the individual officer and the results of each selection process. In respect of "member's interests" such considerations include financial, welfare and medical as indicated on officer's personal record. All candidates will be dealt with in a reasonable and equitable manner. No officer should suffer severe personal or domestic problems or extreme hardship as the result of any appointment. The onus is on each individual to ensure that their personal records are accurate prior to the closing date for applications.



## PART 1

Note: The Selection Panel will be provided with service details from your personal record.

### ELIGIBILITY

- |    |   |     |                          |    |                          |
|----|---|-----|--------------------------|----|--------------------------|
| 1. | Have you completed a minimum of 2 years' service and have successfully completed your Probationary Period   | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 2. | Are you presently absent from duty through sickness? If yes, you must attach documentary evidence permitting you to participate in the process.   | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 3. | Are you subject to a current Formal or Final Warning, issued in accordance with Service Procedure 43/2007 – Unsatisfactory Attendance Procedure – Police Officers?  | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 4. | Have you been absent from duty through sickness over the previous two years for an average of more than 14 days per year (calculating period as per the Vacancy Bulletin)? <b>If yes, an appeal should be submitted with your application, as per the Vacancy Bulletin</b>  | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 5. | Have you more than eight periods of sickness absence during the same period? <b>If yes, an appeal should be submitted with your application, as per the Vacancy Bulletin</b>  | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 6. | Are you currently being investigated by Professional Standards Branch or the Police Ombudsman Office for Northern Ireland for disciplinary or criminal allegations, being processed under the misconduct or unsatisfactory performance regulations (this includes any discipline or criminal allegations which are pending) or being investigated for any criminal offence? | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|    | If yes, please attach details.  |     |                          |    |                          |
| 7. | Have you been the subject of disciplinary punishment, other than a caution during the past two years (calculating period two years prior to the closing date of this Vacancy Bulletin)?   | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 8. | Under the Disability Discrimination Act 1995 a person is considered to have a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.   | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |

Do you consider that you meet this definition of disability?  
(Guidance will be sought from OHW by the District if required)

### CANDIDATE DECLARATION

I understand that the purpose of this selection process is to identify officers suitable for appointment to this post. If I am successful, I am aware that Human Resources takes into consideration the interests of the Service, the Community, the individual officer and the results of the assessment process when determining appointments.

I certify that the information contained within this application is accurate.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please note that selection and creation of a merit list to this post will be by way of a competency based interview or by papersift. The information on this form may be used for short-listing.

You will be required to evidence the **experience and competencies sections** in relation to the relevant criteria advertised in the Vacancy Bulletin. Please restrict your answers to the spaces provided. Additional pages will NOT be considered. Please only complete those sections which are relevant to the Vacancy Bulletin. Do not write in any section where the criteria on the Vacancy Bulletin states none specified.

This form is an integral part of the selection process and failure to complete all sections fully may mean that your application will not be considered.

It is important that candidates demonstrate that they satisfy the requirements of the post as the DCU may decide to select only those applicants who appear, from the information available, to be best qualified for the post. Please supply below details of verifying officer(s) for the information contained in this form. Verifying officers may be contacted through dip sampling.

|                                 | NAME | CONTACT NO |
|---------------------------------|------|------------|
| <b>Essential Qualifications</b> |      |            |
| <b>Desirable Qualifications</b> |      |            |
| <b>Essential Experience</b>     |      |            |
| <b>Desirable Experience</b>     |      |            |
| <b>Competencies</b>             |      |            |
|                                 |      |            |
|                                 |      |            |

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_



**ESSENTIAL / DESIRABLE CRITERIA** - Please use this space to fully demonstrate as concisely as possible, your experience/qualifications (preferably within the last 3 years) as outlined under the Criteria in the Role Profile.

EXPERIENCE CONTD/...

Please use this space to give **specific examples** that demonstrate how you meet **each** of the **competencies** advertised:-

**EXAMPLES CONTD/...**

**PLEASE NOW FORWARD TO REPORTING OFFICER**

**APPLICANT     →     REPORTING OFFICER**

**CONSTABLE     →     SERGEANT**

**SERGEANT     →     INSPECTOR**

**PART 2 - MANAGEMENT DECLARATION**

**TO BE COMPLETED BY THE APPLICANT'S  
REPORTING OFFICER**

Please complete the following section by inserting **YES** or **NO** as applicable.  
Any comments made should only refer to the applicant's ability to do the job and  
not **Managing Attendance**.

1. To the best of your knowledge, does the applicant meet the eligibility criteria for this competition? If not, please specify which criteria you believe he/she fails to meet. **YES** **NO**

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2. Do you believe the applicant suitable to serve as **YES** **NO**  
Clearly indicate why. Please note, this must be supported by verifiable evidence.

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\_\_\_\_\_  
SIGNATURE (Reporting Officer)

\_\_\_\_\_  
RANK

\_\_\_\_\_  
NAME IN BLOCK CAPITALS

\_\_\_\_\_  
DATE

\_\_\_\_\_  
LOCATION

If you inserted **NO** to either of the above questions, you must arrange to meet and discuss this with the applicant who will have the opportunity to comment and sign Part 3. This process must be completed and the form submitted by the advertised closing date.

Thank you for your assistance and co-operation in this selection process.

### PART 3 - COMMENTS BY APPLICANT

This section should only be completed by the applicant in cases where the Reporting Officer has concerns about the candidate's eligibility or suitability to participate in the process.

*I have seen and have noted my Reporting Officer's comments at Part 2 and \*do  / do not  wish to comment.*

*\* Tick that which is not applicable.*

**Applicant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

PLEASE FORWARD THE COMPLETED APPLICATION FORM TO:-

MRS LORNA BRATTIN  
HR MANAGER  
G DISTRICT  
STRAND ROAD

## **ROLE PROFILE: TRAINING CONSTABLE**

There is a vacancy for a Training Constable within the Probationer Development Unit 'G' District.

Constables who have satisfactorily completed their 2 year Probationary Period and have been confirmed in the rank (signed out by Director of HR, Mr J Stewart) on or before the closing date of this Vacancy Bulletin and where applicable, have attained the minimum commitment period as contained in the Interim Transfer Policy.

Post holders will be required to remain in post for a minimum of 24 months.

Select Lists are valid for 12 months, therefore any future vacancies arising within the lifespan of this select list may be filled from this competition.

### **Key Purpose:**

**To design and deliver training and development programmes.**

### **Core Competencies:**

**Effective communication (B):** Communicates all needs, instructions and decisions clearly. Adapts the style of communication to meet the needs of the audience. Asks probing questions to check understanding.

**Planning and organising (B):** Plans activities thoroughly for self and others. Builds milestones into plans, monitors progress and adjusts them as necessary in response to any changes. Provides clear direction and makes sure that staff know what is expected of them.

**Community and customer focus (C):** Provides a high level of service to customers. Maintains contact with customers, works out what they need and responds to them. Is aware of issues of diversity, and understands and is sensitive to cultural and racial differences.

**Respect for diversity (A):** Provides emotional and practical support to people who are dealing with difficult issues. Shows respect and understanding for them and their situation. Treats others with dignity and respect at all times, no matter what their background, status, circumstances or appearance.

**Resilience (A):** Shows reliability and resilience in difficult circumstances. Remains calm and confident, and responds logically and decisively in difficult situations.

**Maximising potential (B):** Encourages others to learn and develop giving them clear and direct guidance and feedback on their performance. Encourages and supports staff, making sure they are motivated to achieve results.

**Problem solving (B):** Gathers information from a range of sources to understand situations, making sure it is reliable and accurate. Analyses information to identify important issues and problems. Identifies risks and considers alternative courses of action to make good decisions.

## Key Activities

- Maintains standards of professional practice.
- Promotes equality, diversity and Human Rights in working practices.
- Designs training and development sessions.
- Delivers training and development sessions.
- Provides advice, guidance and support to colleagues.
- Manages the welfare needs of individuals.
- Works as part of a team.
- Participates in meetings.
- Complies with health and safety legislation.
- Provides first aid.
- Enables the service to retain personnel from all communities.
- Makes use of information and intelligence.
- Provides a service response recognising the needs of all communities.
- Adopts a problem solving approach to community issues.
- Makes best use of technology.
- Completes administration procedures.
- Prepares and delivers presentations.
- Evaluates training and development programmes.
- Conducts health and safety risk assessments.

## ESSENTIAL QUALIFICATIONS:

N/A

## DESIRABLE QUALIFICATIONS:

- Successfully completed Trainers Course or have other training experience.

## ESSENTIAL EXPERIENCE:

- Must be a Substantive Constable on or before the closing date of this Vacancy Bulletin.

## DESIRABLE EXPERIENCE:

- Demonstrate experience of self-development and the development of others.
- Demonstrate ability to work effectively on own initiative and with a minimum amount of supervision.

## CIRCUMSTANCES:

- The jobholder will be required to represent the Police Service of Northern Ireland to the highest standard.
- The jobholder may be required to assist other units and departments

## PARTICULARS:

### Locations:

### Responsible to:

- Waterside
- PDU Sergeant

### Staff Reporting to Jobholder:

- none

## Attainments:

- Applicants who do not meet the Desirable Requirements will be expected to complete The PSNI Trainers Course. Failure to successfully complete this course will result in



termination of the appointment and a return to uniform duties.

**Selection Process:**

- Selection Process will be means of Papersift/and or interview.