



Promoting improvements
in policing to make
everyone safer

Notes for candidates – Staff Officer to Her Majesty’s Chief Inspector of Constabulary (HMCIC)

Secondment agreement

You will join HMIC on a two year secondment with the possibility of extension.

This is not a route to permanent employment within the Civil Service.

The successful candidate will remain employed by their full time employer during the secondment and their current terms of employment will remain unchanged except as set out in the secondment agreement.

If you are appointed to this post on temporary promotion, this will be for the period of the secondment.

We will provide full details of the terms of your secondment in a secondment agreement between yourself, your full time employer and HMIC, which is agreed by all parties.

Location of post

You will be based at Globe House, 89 Eccleston Square, Pimlico, London SW1V 1PN London.

You may also be required at short notice to work at any location within the Home Office according to business need.

HMIC is committed to balancing business needs with the welfare of its staff and has developed a deployment policy to support this. This includes minimising travel time/cost where possible, reducing the incidence of back-to-back deployments, and considering individual circumstances such as part-time working, health, childcare and other caring arrangements.

Hours

You will normally be required to work your normal contracted hours per week excluding meal breaks. On occasion, you will be expected to work in excess of these hours. Overtime will not be paid for this but it is expected that there will be opportunities to reclaim the hours worked through time off in lieu (TOIL).

Annual leave

Your annual leave entitlement will be the same as in your full time employer.

Pension

Your pension arrangements will remain with your full time employer.

Salary

Your full time employer will continue to pay your salary as well as any allowances including compensatory grants and pension contributions to which you are entitled. If you are employed by a police force, your force will then invoice HMIC for the amount. Whilst on secondment, you will be entitled to a central service allowance of £1260 per annum (non-pensionable).

Training

Staff new to HMIC are required to complete induction training prior to deployment and will be given an opportunity to be assessed for accreditation. All inspection staff will be required to complete all inspection-specific training.

Conflicts of interest

Inspection staff will not be deployed to any police force or law enforcement organisation where they have a connection or link that may cause a conflict of interest or appear to do so. This includes, but is not limited to:

- Home force and forces collaborating with the home force;
- Any force or law enforcement organisation where the member of staff was employed in last 5 years; and
- Any force or law enforcement organisation where the member of staff has a family/close connection with a force, e.g. spouse working in a force.
- It is the responsibility of the individual member of staff to highlight upon joining HMIC any 'conflict of interests' regarding any forces or law enforcement organisation or she cannot inspect.

HMIC recruitment process

The recruitment process is in 3 stages:

1. Completion and submission of application form. The forms will be paper sifted against the competencies outlined in the job advertisement.

2. If you are put through the paper sift, you may be asked to undertake a timed written exercise to assess written skills. This test will take place w/c 12 June. This can be done remotely, wherever you have access to a computer. A sample written exercise is available on the HMIC website:
<http://www.justiceinspectors.gov.uk/hmic/about-us/working-at-hmic/sample-written-exercise/>
3. If you pass the written exercise you will be invited to attend an interview. This will be a competency-based interview, conducted by a panel of current HMIC staff. You may be asked to give a presentation as part of your interview. Information will be provided nearer the time. The panel will include both civil servant and seconded police force representatives.

Pre-employment procedures

Should you be offered a post at HMIC, please be aware that you will be required to undertake pre-employment checks.

We carry out our own pre-employment checks and security clearances which include checks about an applicant's character and integrity.

You should, in normal circumstances, bring a current, valid travel document (e.g. passport) with you to your interview. EEA citizens are entitled to produce a National Identity Card or a passport and should bring a residence card if they have one. Your interviewer will use the travel document to verify your identity and a photocopy of your document(s) will be taken to assist with other checks. If you are unable to provide a current, valid travel document the Home Office will, in exceptional circumstances, consider your representations. If these are accepted you will be subject to additional checks, based on other documentation. Non-EEA, Swiss, or Turkish nationals will have to demonstrate that they have no time limit or restrictions on their stay. If you are successful at interview, you might be required to produce your identity documents again before being offered a position.

We exercise vigilance and rigour in the recruitment of staff who will be working in sensitive areas of Home Office business or with vulnerable groups. For example, where a position involves regularly caring for, supervising, training or being in sole charge of children or vulnerable adults, we will seek enhanced disclosure from the Criminal Records Bureau.

All applicants are obliged to complete a security questionnaire or criminal convictions declaration form when applying for a position within the Home Office. The type of form to be completed depends on the level of clearance required for the post. In order for security clearance to be considered, certain pre-employment enquiries for example, relating to identity, immigration, some financial and recent background checks will need to be undertaken. The relevant security form can be sent under

separate, confidential cover to authorised individuals and will normally only be seen by those who need to see it as part of the recruitment and vetting process.

We ensure that all those who are involved in the security vetting process have been suitably trained to identify and assess the relevance and circumstances of offences. We will consider issues such as the post for which the individual is applying, the nature and seriousness of the offence, the length of time since the offence was committed and the relevance of the conviction. Each case will be considered individually on its merits.

Information about convictions or criminal activities provided as part of the recruitment process will be treated in confidence. A criminal record will not necessarily prevent an individual from gaining security clearance.

The Home Office will maintain the confidentiality of any disclosures made and in asking for disclosures we trust the applicant to be honest about their background. Any failure to disclose relevant circumstances or information is likely to be regarded as evidence of unreliability and will be taken into account in assessing suitability for employment and security clearance.

Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or termination of a contract where employment has already started and then information subsequently comes to light.