

# Police Staff Recruitment Information Pack



# VACANCY POSTING BOARD

Welcome to our new Vacancy Posting Board! This is where you can view and apply for all of our current vacancies.

Change Language -

Home Dyfed-Powys Police Vacancies Help Centre Login | Register

Filter Options  
Clear  
Role Type  
 Police Staff (2)  
Location  
 Headquarters (2)

## Dyfed-Powys Police Vacancies

For more information and to apply, click on the title. Log in to create vacancy alerts.

**2 result(s) matched!**

Title	Location	Closing Date
ICT - Product and Programme Manager (Temp)	Headquarters	30 Sep 2020 23:55 BST
Crime Recording Bureau (CRB) Support	Headquarters	7 Oct 2020 23:55 BST

You can view a vacancy's information to include role profile, salary, location etc. by clicking on the vacancy.

This will take you to the actual vacancy itself. If you are interested in applying for this vacancy you will need to click Apply at the bottom of the page.

Please ensure you download and save a copy of the role profile as you will need to evidence against this later on in your application. The role profile can be found at the bottom under the heading 'Document attachment'.

## ICT - Product and Programme Manager (Temp)

Force: Dyfed Powys Police

Role Type: Police Staff

Business Area: Finance

Department: ICT (Information Communications Technologies)

Location: Headquarters

Grade: G

Salary: £34,617 - £37,440

Part/Full Time: Full Time

Hours per Week: 37

Type of Contract: Temporary

Level of Welsh language ability required? 1

**Job Advert Description**

An exciting opportunity has arisen to join us as a ICT - Product and Programme Manager. If you think you have the skills and passion for this role please click the link below to view the role profile. If you think this is the job for you, please complete an application, evidencing against the specific and generic attainments (usually found on the last page of the role profile).

Please also refer to the candidate guidance on our website that provides more detail on how to complete your application.

This vacancy is temporary for 3 years from appointment.

Interviews to be held on: 23/10/2020

Document Attachment (English)  
ICT Product and Programme Manager.pdf - 443KB

Document Attachment (Welsh)  
Rheolwr Cynnyrch a Rhaglenni.pdf - 440KB

Apply

Vacancy pages (including the application form) can be viewed in both Welsh and English by changing the language preference toggle to suit your needs.

Change Language ▾

Welsh  
English

## Registration

In order to apply for a vacancy you will need to register or login.

If you are a new user to the system, you will need to register. We advise you use your personal email address rather than your work email (to ensure you have access at all times).

### Register

[Sign in with LinkedIn](#) [Login with Facebook](#) [tal.net](#)

To create a new online application account, enter your personal details below. Please use a non-university/college email address that you will have permanent access to, as our main method of contact with you will be via email.

Please also note that your language preference to navigate this website will be set to the language you are currently viewing the page in. This cannot be modified once you are logged in.

First name

Last name

E-mail

Confirm email address

Choose password (min 8 characters)

Confirm password

The information you provide on this form will be used to progress your application for employment and, if your application is successful, to administer your personnel record. Before starting your online application please read our [Privacy Statement](#) that sets out the terms of use of the site. This contains details of our data collection policies and use of personal data.

I agree to the above terms and conditions

I would like to register with tal.net identity provider

[Submit Registration](#) [Login](#)

[View cookie policy](#)

**We embrace diversity and welcome applications from everyone.**

You will need to ensure you tick the box to confirm that you have read and agree to the terms and conditions and click 'Submit Registration'.

If you are a returning user to the system, please log in using your email address and password. If you have forgotten your password, please use the systems 'forgot your password?' functionality.

[Home](#) [Dyfed-Powys Police Vacancies](#) [Help Centre](#) [Change Language -](#)

[Login](#) | [Register](#)

### Login

[Sign in with LinkedIn](#) [Login with Facebook](#) [tal.net](#)

Please note that if you registered your details with an application last year you are required to enter them as a new user to submit a valid application.

Please also note that your language preference to navigate this website will be set to the language you are currently viewing the page in. This cannot be modified once you are logged in.

If you already have a username and password please log in here.

Your username is your email address provided when you registered.

Please note that username and password are case sensitive.

Username

Password

[Login](#) [Forgot your password?](#) [Create New Account](#)

# Application Process

The police staff application process consists of two areas:

1. Position Eligibility
2. Application form questions.

You will be required to input your personal details so please ensure that all information is accurate and completed fully.

## **Key points to note before commencing your application**

- Please ensure that you complete **ALL** sections of the application form as accurately as possible.
- Any personal information provided in your application form is subject to Data Protection Act 2018 and GDPR 2018. For more information on how we use your information, you can view our recruitment privacy statement by visiting [www.dyfed-powys.police.uk](http://www.dyfed-powys.police.uk) and clicking the 'join us' section.
- We do not accept Curriculum Vitae (CV's) and we will not consider any that we receive. All applications must be submitted via our online recruitment portal.
- Additional documents should only be submitted when they are specifically asked for e.g. pictures of tattoos, copies of your driving licence. If you are having difficulties uploading any documents, please contact the recruitment team.
- Applications submitted after the closing date and time will not be considered.
- You will need to comply with the eligibility criteria and undertake security vetting prior to appointment. If you have any concerns about this, or wish to discuss what this means for you then please contact the recruitment team.

If you encounter any problems or have any queries please contact us via email at [BSU-HR@dyfed-powys.pnn.police.uk](mailto:BSU-HR@dyfed-powys.pnn.police.uk) as soon as possible.

Please note our office hours are Monday – Friday 9am to 5pm

### 1. Position Eligibility

The first part of the application form will request that you log your personal details such as name, address, contact numbers, National Insurance number, etc. You also have the option to choose your preferred language for verbal communication.

### **Your application will NOT be progressed without a National Insurance number**

The majority of the personal information captured here will be kept on your file, so should you wish to apply for other positions, this information should populate itself for future applications.

Please ensure that the information you provide is accurate.



You must have resided in the UK for at least 3 years prior to application. If you have resided abroad due to serving in the British Armed Forces or UK Government Service, this is considered as being a resident in the UK.

## ii. Political Affiliation

The police service has a policy of prohibiting any of their officers, or staff or volunteers from becoming members of a proscribed terrorist organisation or group such as Combat 18 or the National Front, whose aims, objectives or pronouncements may contradict the duty to promote race equality.

**If you are a member of a proscribed terrorist organisation or similar, your application will be rejected.**

## iii. Convictions & Cautions

Convictions or cautions will not necessarily preclude you from appointment. It will depend on their nature and the circumstances of the offence. **Failure to disclose convictions/cautions/reprimands or warnings will, however result in your application being terminated.**

You must declare **ALL**:

- Convictions for past offences
- Formal cautions by the Police, including cautions as a juvenile i.e. under 18 years
- Reprimands and warnings
- Bind overs imposed by any Court
- Traffic convictions such as speeding, drink – drive offences, fixed penalties for motoring
- Disorder offences
- Appearances before a Court Martial.

## iv. Financial Position

Members of the Police Service are in a privileged position with regard to access of information and could be considered potentially vulnerable to corruption. Therefore applicants to the Police Service should not, be under pressure from un-discharged debts or liabilities and should be able to manage loans and debts sensibly.

## v. Tattoos

Tattoos are not a bar to appointment with Dyfed Powys Police. However some tattoos could potentially offend members of the public, colleagues or could bring discredit to the Police Service. If you have tattoos on your face, neck, forearms, wrists or hands, you must declare these on your application form and provide photographs of the tattoos as requested. All tattoos are reviewed following a successful interview on a case by case basis. This is done by a panel of at least 6 individuals across the Force.

*Please note if the tattoo is on your face, neck, hand, wrist or forearm you will be required to upload TWO photos to your application form.*

Please ensure that you complete the form accurately as an error could cause your application to be rejected under eligibility.

Once you are happy with your answers, click continue at the bottom of the page to move on to the next part of the form which is **Equal Opportunities**.

This is where we gather all the monitoring information about a candidate such as gender, ethnic origin, religious beliefs, etc.

### Equal Opportunities

The police service is an equal opportunities employer and is determined to ensure that:  
 The workforce reflects the diverse society which it serves and that the working environment is free from any form of harassment, intimidation, bullying or victimisation.

No job applicant or employee is treated more or less favourably on the grounds of sex, gender reassignment, sexual orientation, age, marital status, pregnancy and maternity, race, colour, nationality, ethnic or national origins, religion or belief or disability. This is subject to the police service engaging in a positive action scheme which intends to overcome or minimise a person's disadvantage.

No job applicant or employee is disadvantaged by a provision, criterion or practice which cannot be shown to be a proportionate means of achieving a legitimate aim.

The information on this form is for monitoring purposes only and will not be made available to those assessing your application. The information supplied will be treated in the strictest confidence and will not affect your job application in any way. Completion of this section of the application form is voluntary but the information will help us ensure equality of opportunity.

This information forms no part of the recruitment process. It will be detached from your application on receipt.

Age \*

Gender \*

Ethnic Origin \*

Sexual Orientation \*

Religious belief / faith \*

State denomination if you wish

Disability \*

The last part of the registration process is to agree that you declare all information is true and that no relevant information has been withheld.

You will need to tick the box 'I do agree with the above' and click 'Submit' to complete the registration process.

\*  I do agree with the above

## 2. Application Form Questions

This part of the application process is to find out more about you and your suitability for the role. To complete your application form questions, click on 'Complete Application' in your recruitment portal.

**Current status is Application Form Questions**

You are now invited to complete the final part of the application form. Please ensure that you carefully complete and submit this before the advert closes as late applications cannot be submitted.

The application form questions consist of multiple pages. When you have completed each page, click continue to progress to the next page, ensuring that you have completed the information accurately.

### Tips for completing your application

- Make sure you read the requirement of each stage thoroughly
- If you require reasonable adjustments or positive action please ensure you check the relevant boxes on the application form.
- If you have had more than one address in the last 5 years or received any convictions/cautions, have all this information to hand including dates
- If you have visible tattoos (face, neck, hands, wrists and forearms) take the required photos beforehand.
- If you have any financial certificates (bankruptcy, IVA etc.) have a copy of these ready to upload.

The first question asks if you have any disabilities or learning difficulties you wish for us to be made aware of. If you do have any that you wish to make us aware of, select 'Yes' from the drop down and provide additional information. Please complete this fully so that any reasonable adjustments can be made during the recruitment process.

**Disability**

The Equality Act 2010 prohibits discrimination, victimisation or harassment in employment, including recruitment. The Police service welcomes the recruitment of people who have disabilities.

**Do you consider yourself to be disabled or have a learning difficulty, such as dyslexia, that you wish us to know about at this stage?**

Select ▼

The next page is your opportunity to advise us of any tattoos you may have and the nature of those tattoos. If you do not have any tattoos, select 'No' from the drop down and click 'Continue'. If you do have tattoos, please select 'Yes' from the drop down list where you will then be prompted for further information, such as the location of your tattoo and to upload a photograph depending on the location of your tattoo followed by a brief description. Please note you only need to provide photographic evidence of tattoos that are located on your hands, neck, wrist, forearm or face. We do not need photographic evidence if you have tattoos elsewhere on your body. You must provide **TWO** photos as instructed. Failing to do this, may result in your application being rejected.

You must confirm that you have read and understood the **Rehabilitation of Offenders Act 1974 Guidance**. If you have any questions about this, please contact the recruitment team.

The Criminal Histories page is your opportunity to declare any criminal convictions/investigations. As this information will be used as part of your vetting checks, you need to be truthful in your responses. If you answer 'Yes' to any of the questions, you will be prompted to give additional information. You can add more offences/convictions/investigations by clicking 'Add another instance'

Have you ever been convicted for any offence? \* Yes ▼

Date (Most recent first) *	Offence *	Result (if known) *	Court / Police Station involved *
* mm ▼ 2020 ▼			

Add another instance
←

In terms of employment, you must have employment or education references to cover the last 3 years. However if you have been in the same employment for the last 3 years please provide details of a character referee. You are responsible for making any third parties aware that their details are being supplied in your application form.

Please detail your current and previous employers, including all full and part time positions you have held. Any gaps in your employment must be evidenced. Failure to complete any of this information as accurately as possible may result in your application being delayed or terminated.

We will **NOT** make enquiries with any of your previous employers until you have been issued with a conditional offer and we will not usually contact your current employer until you have passed the vetting stage of the process. If we need to contact your employers outside of the above terms we will make contact

with you first. If possible, please provide an email address as a method of contact for **ALL** your referees as this will speed up the recruitment process.

Under qualifications, you will need to select your highest level of academic attainment. There is no requirement to list all the qualifications that you have achieved however you may need to evidence against this under the 'attainments' section. Although not mandatory, you can list **RELEVANT** training courses/learning and development activities that you wish to make us aware of.

## Qualifications

Successful candidates will be required to provide proof of their qualifications including professional qualifications and memberships of any professional bodies prior to confirmation of appointment. Please list all your vocational and professional qualifications, short courses and **relevant** in-house training. Also include details of examinations / qualifications due to be taken. Start with the most recent.

**Highest Level of Academic Attainment** \*

**List Training Courses attended, and any learning and development activities undertaken that you consider relevant to the post applied for.**

**List membership of Professional bodies.**

All Dyfed Powys Police staff and officers are required to communicate through the medium of welsh to level 1. If you are unable to communicate to this level, you will be granted 6 months from appointment in the role to achieve this level. We have excellent welsh learning opportunities in Force to assist you in achieving this level including access to an online course.

Depending on the nature of the role, there may be have a higher welsh level requirement. You will be tested that you have this ability before being invited to attend an interview.

To determine your welsh language ability, please use the document provided

## Language Skills

It would greatly assist us if you could complete this questionnaire on any written and spoken language skills you may possess.

The completion of this questionnaire will not influence whether you are successful or unsuccessful in the recruitment process, and is purely designed to assess current written and spoken language skills amongst our applicants.

Please do not include English language in this section, it is assumed you are fluent in the English Language.

**Welsh Language**  
Please use this reference for a definition of each level 

**Speaking** \*

**Written** \*



## Attainments

This is an extremely important part of your application form and provides you with the opportunity to demonstrate your suitability for the role. The information you provide will be used for shortlisting your application.

You **MUST** provide evidence against **ALL** the role specific and role generic attainments i.e. qualifications, skills and experience. These are essential aspects for the post you are applying for. When evidencing against the attainments, you must 'Add another instance' for each attainment. They must be added in numerical order i.e. 1 – 10 or your application will be rejected at shortlisting.

### Attainments

This is an extremely important part of your application form and provides you with the opportunity to demonstrate your suitability for the role. The information you provide will be used for shortlisting your application.

You **must** provide evidence against **all** the role specific and role generic attainments i.e. qualifications, skills and experience. These are essential aspects for the post you are applying for. Please ensure you evidence each attainment separately in numerical order and add another instance for each section. There is a limit of 250 words per attainment.

You will find the attainments on the last page of the role profile.

Attainment Number \*

Evidence \*

1 of 250 words

You will find the attainments that you must evidence against on the **last page** of the role profile which is attached to the vacancy page:

	Skills / Attainments [to be evidenced on application]	Application	Interview
Role Specific	1. Must have completed a PRINCE 2 Practitioners Certificate or equivalent and an understanding of Agile Methodology. (E)	X	
	2. Must have substantial project management experience proving the ability to manage multiple projects and/or programmes simultaneously. (E)	X	X
	3. Must have proven knowledge and experience in implementing ICT solutions and related business process re-engineering across multi-site locations. (E)	X	X
	4. Must have proven experience of working collaboratively and partnership working. (E)	X	X
	5. Must exhibit an analytical approach to problem solving with the ability to devise original innovative and creative solutions. (E)	X	X
	6. Must have experience of policy development and implementation at both a practical and strategic level. (E)	X	X
Role Generic	7. Must have proven experience of leading and managing teams (E)	X	X
	8. Must show evidence of continuous professional development (E)	X	X
	9. Must have well developed written and oral communication skills, including delivering high quality presentations (E)	X	X
	10. Must be computer literate with good knowledge of Microsoft Word, Excel and PowerPoint (E)	X	X
	11. Must be able to evidence ability to work autonomously, making sound evidence based decisions (E)	X	X
	12. Must have proven experience of advising, negotiating and influencing with internal and external customers at all levels (E)	X	X
	13. Must be able to travel throughout the force area (E)	X	X
	14. Must have the ability to communicate through the medium of Welsh to level 1 or be prepared to achieve this within 6 months of appointment. (E) <a href="#">[Click here for the DPP Welsh Language requirements]</a>	X	

Please follow the instructions carefully (e.g. word count) as failure to do so may result in your application being rejected.

**Please ensure you download and save a copy of the role profile as you will need to reference against this later on in the recruitment process.**

## Attainment Examples

It is crucial that Dyfed Powys Police recruitment team provide clear guidance on what is expected of the applicant when completing the attainment section of the application form questions. The below examples have been created to demonstrate what is expected and would be a low or high scoring answer:

Attainment Asked	Suggested evidence to provide	Low scoring Answer	High Scoring Answer
Must be educated to Degree Standard	<ul style="list-style-type: none"> <li>- Subject of degree</li> <li>- Date obtained</li> <li>- Place of Study</li> <li>- Grade Achieved</li> <li>- Other related Education</li> </ul>	I have a degree.	I recently attended Swansea University where I studied a BSc Business Management Degree and achieved the grade of 2:1. During my time at university, I completed various in house training courses with my current employer such as First Aid at Work and IOSHH.
Must demonstrate a practical approach to problem solving	<ul style="list-style-type: none"> <li>- Provide an example that demonstrates that you have problem solving skills</li> <li>- Explain exactly what the problem was &amp; how you overcame it</li> </ul>	My current role requires me to overcome problems on a daily basis.	I was responsible for sending the company's new brochure to print but our managing director requested significant changes to the design at the last minute and I knew that it would not be possible to meet the printer's deadline. I had built a strong relationship with the printing company so my first move was to give them a call and explain the situation. It was agreed that they would hold off for a few hours but I knew this would still not give the designers enough time. I then spoke to the designers & together we worked out what had to be changed and what was quick to change. I approached my MD and explained that certain amendments should be left as their significance was disproportionate to the late fees we would incur. Having secured sign off, the designers focused on the main issues and we were able to send the brochures to print without being penalised.

Once you have completed your evidence against the attainments and you are happy with your responses click 'Continue' which will then take you to the declaration page.

Before submitting your application form, go back through your application by clicking through any of the headings listed under 'Progress Tracker'.

### Progress Tracker

- ✓ About You
- ✗ Tattoos
- ✓ Rehabilitation of Offenders Act 1974 Guidance
- ✗ Criminal Histories
- ✓ Employment
- ✓ Qualifications
- ✗ Language Skills
- ✓ Skills
- ✗ Business Interests
- ✓ **Attainments**
- ✗ References
- ✓ Declaration

Any heading on the progress tracker showing an 'X' next to them, means that mandatory fields have not been completed. You will not be able to submit the form unless all information has been completed.

Once you are happy that you have completed the form accurately, you can submit your application form.

Read the declaration carefully and ensure you tick the circle by the red asterisk (\*) to confirm you agree with the above statement and click submit.

\*  I do agree with the above

[Back](#) [Submit](#)

If you have not completed all the mandatory fields on the application form questions, you will not be able to submit your application and the below error will show.

\*  I do agree with the above

You cannot submit this form until you have completed all mandatory fields. Sections marked with a red cross in the left-hand menu are incomplete. Please click on the section heading to navigate to the incomplete page.

[Back](#)

You can monitor the process of your application by logging in to your portal at any time.

All emails that are sent to you will also be stored in your portal. To view these, log into your account, click the arrow next to your name and view communications.

The screenshot shows the top navigation bar of the user portal. It features four police force crests: Dyfed-Powys Police, Heddli Gwent Police, Heddli Gogledd Cymru - South Wales Police, and Heddli De Cymru - South Wales Police. On the right, there is a 'Change Language' dropdown menu and a user profile dropdown menu for 'Sam Evans'. The user profile dropdown menu is open, showing 'Profile Options' (Edit Personal Details, Change Password, My Job Alerts, Return to ATS) and 'Your applications:' (Staff Test CAE, Review Status, View Communications, View Application, Booked Appointments). A green arrow points to the 'View Communications' link in the dropdown menu.

# Shortlisting, testing & interview

All submitted applications will be **shortlisted** by trained members of staff and/or Officers.

For some roles, candidates may be required to undertake **testing**. These tests will vary by role and in most cases will be advertised on the vacancy. Some of the common tests undertaken in Dyfed Powys Police include:

- Typing
- Literacy
- Numeracy
- Analytical Skills

If a role requires the successful candidate to be able to communicate higher than Welsh language level 1, candidates will be subject to a Welsh language test prior to interview. This is usually conducted over the phone.

If successful at the shortlisting/testing stages you will be emailed an invite to attend an interview. The interview date is advertised on the job advert. We try to adhere to this date however operational needs sometimes cause interviews to be delayed.

The **interview** process has been designed to get a more rounded picture of you as an individual. It examines how your values and those of Dyfed Powys Police might match. By carrying out this interview we are ensuring that you are making the right choice and thus will have every chance of being a successful Dyfed-Powys Police member of staff.

The values and competencies that we are looking for in this interview have been through a rigorous process of research to ensure that they are relevant to the role and are fair to everyone being interviewed. These are:

## Values

- Public Service
- Impartiality
- Integrity
- Transparency

## Competencies

- We are emotionally aware
- We take ownership
- We deliver, support & inspire
- We are collaborative
- We analyse critically
- We are innovative and open-minded

You will be provided with full details of what is expected, however to prepare prior to an invite to interview, the marking guide can be found on the Role Profile attached to the advert.

Due to current government guidance, interviews will be conducted via video call utilising Skype; however consideration will be made for individuals who are unable to use this option. These individuals would be considered on a case by case basis.

If you are unsuccessful at interview, there may be an opportunity to be provided with feedback from the panel members.

# Successful at interview, what's next?

Once you are confirmed as the successful applicant, you will receive a conditional offer of appointment with Dyfed Powys Police via email. This stipulates the conditions that must be satisfied before you can be appointed within the role usually consisting of referencing, functional needs assessment and vetting clearance.

**It is strongly advised that candidates do not hand in their notice to their current employer until all pre-employment checks are complete and a final offer has been issued. Dyfed Powys Police reserves the right to retract an offer of employment at any stage of the recruitment process.**

Honesty and integrity is at the forefront of everything that we do, therefore you are advised to be open and honest on your application form and at all other stages of the on-boarding process. You must advise the recruitment team of any changes in your circumstances.

All applicants are required to complete a vetting form to proceed to the security clearance part of your selection. You will complete a form during the recruitment and selection process relating to security vetting information. Please log into your portal and complete this form as soon as it is available following your conditional offer. Checks will be completed by our Professional Standards Department and a decision will be made on whether vetting can be granted. ***This can take up to 8 weeks or longer depending on individual circumstances.***

At this stage we will make contact with your previous employers for the last 3 years as well as your nominated character/educational referees. It is important that information on your application form is correct and kept up to date. We do not usually contact your current employer until you have been granted vetting clearance. Any sickness declared by a previous employer will be reviewed by Senior Management in line with Dyfed Powys Police Absence Management policy.

You will also complete a Functional Needs Assessment (FNA) which will be reviewed by our Occupational Health Unit. A FNA identifies the suitability of a person in terms of health to the role that they have applied for. It will identify any needs that the person may have to fulfil their duties and offer reasonable adjustments where applicable.

If you pass all of the above stages, we will contact your current employer for a reference. Any sickness declared by your current employer will be reviewed by Senior Management in line with Dyfed-Powys Police Absence Management policy.

