



External Assessor

Candidate Pack 2023

INCLUSIVE **BOARDS**

ABOUT THE COLLEGE OF POLICING

The College of Policing is a professional body for everyone working across policing. It is an operationally independent arm's-length body of the Home Office.

- We connect everyone working in the police and law enforcement to understand their challenges.
- We use evidence-based knowledge in everything we develop.
- We help police officers and staff; researchers, academics and learning providers; the international policing community; and the public.
- We give a voice to professional policing on standards, skills and capabilities.

Our Role in Assessment

The College of Policing is responsible for delivering a number of senior and executive-level national assessment and development centres.

The College of Policing uses associates who want to use their expert skills to work on short-term projects. Associates are independent of the College and bring specialist skills to complement those of our staff. They include trainers, coaches, assessors, designers and expert witnesses.

We use assessors from our pool of associates to deliver objectively when assessing the performance of candidates for senior ranks within policing.

OUR COMMITMENT TO EQUALITY, DIVERSITY AND INCLUSION

It's important for us to have a diverse workforce and people that represent the communities that we serve. The College of Policing is committed to increasing representation of minoritised groups amongst our associates.

We welcome applications from anyone regardless of ethnicity, heritage, disability, gender, sexuality, religion, socio-economic background or other differences.

ABOUT THE ROLE

The role of the External Assessor for Senior Selection consists of objectively assessing the performance of candidates for senior ranks within policing.

There are two roles to apply for under this heading, you may apply for one or both roles, depending on your eligibility (i.e., those eligible for the Executive level will likely also be eligible for the Senior Manager level).

As an external assessor, we are looking for people who can use their senior manager/executive level experience to bring an independent viewpoint to our selection processes and offer a different perspective. Our assessors are responsible for meeting the standards set by the College of Policing and to ensure the integrity of the assessment process is upheld.

You will act as a member of an assessor team, working with senior colleagues both internal and external to policing to make fair and objective assessments of candidates looking to join the police service or progress to the most senior levels.

The role offers an opportunity to make new contacts, develop your personal assessment skills, and provide a thought-provoking experience to take back to your day job.

If successful in your application you will join our pool of assessors - please note this is not a guarantee of work.

TASKS & RESPONSIBILITIES

- Review of pre-information and assessment centre exercises prior to attending an assessment process.
- Attendance at an Assessor Briefing and Assessor Familiarisation Training input at the start of each assessment process.
- Work as part of the Assessment Centre Team and, for the contracted periods while at the Assessment Centre site, be a member of the College of Policing Senior Selection Team.
- Fully contribute to the effective working of the Assessment Centre Team and provide support and feedback, when required, to all members of the Assessment Centre Team.
- Work with other assessors to objectively assess candidates' performances, following the ORCE (Observe, Record, Classify and Evaluate) assessment model, benchmarking and guidance provided over a variety of exercises.
- Complete the necessary documentation and paperwork relevant to each stage of the ORCE model to the required standard.
- Take an active objective role in decision making.
- Provide verbal feedback and produce written feedback reports to the required standard and according to guidance provided.
- Work with a Quality Assurer (member of the Assessment Centre Team) and take on board constructive feedback.
- Attend briefings/meetings as directed by members of the Assessment Centre Team.
- Whilst it would not be reasonable to work late every night, the Associate may be responsible in some situations to work into the evening when necessary for the work to be completed.
- Comply with College of Policing requirements of security and confidentiality.
- Comply with the College of Policing Code of Conduct and actively challenge any behaviour that is not in keeping with this policy.
- Overall, to help ensure that the Assessment Centre is conducted in an environment where all team members feel valued and comfortable to perform their role.

PERSON SPECIFICATION CRITERIA

Senior Manager Level Assessor

You must have Senior Management level experience in a sizeable organisation, and have held this role within the last 5 years. You should have held a lead role, whether directly employed or in an advisory capacity, in a large and/or complex area carrying responsibility for all activities in that area including management of teams. You should be able to evidence working with or across different areas and partnerships. You should also be able to demonstrate how you have carried responsibility for strategic or policy lead and contributed to the development of culture, climate and working processes.

Executive Level Assessor

You must have Executive Level experience in a sizeable organisation, and have held this role within the last 5 years. You should have had a lead role, whether directly employed or in an advisory capacity, in contributing to the creation of the vision and setting direction and culture for the organisation as part of the executive team. You should be able evidence how you have contributed to the development and implementation of the organisation's delivery plan with responsibility for reviewing and driving performance and culture in your area of responsibility.

These two roles relate to the level of assessment being conducted, as it is essential that our assessors have had input and experience at these levels in order to understand the roles and assess to the relevant levels.

For both roles, it is essential that you are independent from policing.

In addition to the specified levels of experience highlighted above, the following person specification criteria apply for both roles.

PERSON SPECIFICATION CRITERIA (CONTINUED)

Skills/abilities

- Excellent written and verbal communication skills (essential)
- The ability to assess others objectively, fairly and with consistency (essential)
- High levels of concentration and stamina (essential)
- Highly developed interpersonal skills, demonstrating warmth and empathy in approach (essential)
- An ability to monitor own performance, accept feedback and undertake self-development (essential)
- Prepared to work alone or collaboratively in a team (including when under pressure) (essential)
- Confidence to take responsibility for decisions (essential)
- Ability to work in a timely manner and meet deadlines when under pressure (essential)
- The ability to understand and retain information and facts (essential)
- Proficient in Microsoft Word (essential)
- Flexible and open to taking on additional work at short notice (essential)

Experience

- Demonstrates a modern understanding and proven commitment to equality, diversity and inclusion (essential)
- Experience of assessing at an Assessment Centres and using the ORCE model (desirable)
- Experience of assessing at Senior Manager/Executive level (desirable)
- Experience of delivering effective verbal and written feedback (desirable)
- Experience of coaching and development (desirable)
- Understanding of current policing issues (desirable)

KEY INFORMATION

Attendance at an Assessor Briefing

Prior to working with us, you will be asked to attend a 2-day Assessor Briefing, where other elements of the essential criteria for this role will be captured. Here you will be trained on how to assess candidates using ORCE method of assessment, amongst other elements of the role, such as writing feedback reports. You must successfully complete the Assessor Briefing in order to work with us.

Time Commitment

You will need to give availability to assess at least once per year for 3 or 4 consecutive days.

Terms

If you are selected into an associate pool, the College cannot guarantee work. Any work arising will be offered on the basis of availability, fairness of allocation, and geography. Specific subject expertise and willingness to deliver are considered as appropriate. Decisions will be recorded for audit purposes.

Length of Tenure

The pool will be re-competed (refreshed) in 3 years.

Location

College of Policing Sites (usually Harperley Hall, Durham)

Remuneration

£500 per day for Assessment days and £250 for design stages plus expenses. This engagement is inside IR35.

Vetting Level

Force Vetting NPPV2

Pool Size

100

For further information please visit: [Become an associate](#)

HOW TO APPLY

Deadline for applications: **31/03/23**

This recruitment process is being undertaken by Inclusive Boards on behalf of The College of Policing.

To apply, please submit an application form available online [here](#).

Please note, as part of the application process you will be asked to submit a CV.

To find out more, request a PDF copy of the form or have an informal confidential discussion before applying, please get in touch with one of our consultants by emailing assessors@inclusiveboards.co.uk

Applications will be reviewed on a rolling basis.

Selection

Selection will be based upon a review of the application form against the set criteria followed by an interview with Inclusive Boards.

Final admittance to the pool is on successful completion of Force Vetting NPPV2 and attendance at an Assessor Briefing.

INCLUSIVE BOARDS

About Us

Inclusive Boards is the UK's leading board diversity practice. We have worked alongside over 300 organisations to provide support with Board recruitment, development and governance reviews. We strive to be at the forefront of equity and diversity, and believe that everyone should be represented at Board level. Additionally, we also provide bespoke training sessions on a variety of subjects including personal branding, inclusive recruitment practices and board structures and governance as well as delivering leadership development programmes for underrepresented leaders across a range of sectors.

Contact us today

Improve diversity on your Board, please don't hesitate to contact us via hello@inclusiveboards.co.uk.

To join a Board, sign up to become a candidate via our website and be notified of the latest opportunities as and when they become available.



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