



## **Police Staff Recruitment**

**Guidance for Police Staff Applicants v11.1**

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**Police Service**  
of Northern Ireland

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**Police Service**  
of Northern Ireland



# Why Join?



**Thank you for your interest in considering a career in the Police Service of Northern Ireland.**

**No doubt you'll be asking yourself, "Is it the career for me?"**

- If showing you **care** is second nature
- If you can **listen** to others and help towards solving their issues
- If you're willing to step forward and **act** when others won't
- If you want to contribute to **Keeping People Safe**

...a career in the Police Service of Northern Ireland could be the career for you.

### **Why Join?**

As an organisation, the Police Service of Northern Ireland is aware that you will have lots of career options and other employers to choose from. Therefore, we aim to make your choice to join as worthwhile and rewarding as we possibly can. The Police Service of Northern Ireland employs police staff with specific skills and knowledge to support our uniformed colleagues. You should see this as an opportunity to highlight your skills, abilities and experience and contribute to keeping people safe and being proud to serve your community. **Make it a career.**

# Beginning your journey



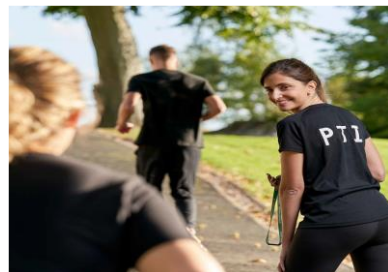
By considering a career in the Police Service of Northern Ireland you have taken your first step towards an important contribution to keeping people safe. Police staff play an important role alongside and in support of their uniformed colleagues to keep people safe.

We offer a number of opportunities for you in relation to your career progression and personal development. Your work-life balance is important to us, and you have the option to join a number of sports and social clubs to allow you to interact with your colleagues and take a break from your day-to-day roles.

We acknowledge that you will have many questions as you begin your application. This booklet will help answer any queries that you may have.

**We wish you the best of luck in your application for the Police Service of Northern Ireland and we look forward to receiving your application!**

If you have any questions during your application process, please contact the Police Staff Recruitment Team at [PoliceStaffRecruitment@psni.police.co.uk](mailto:PoliceStaffRecruitment@psni.police.co.uk) who will help you through your journey.

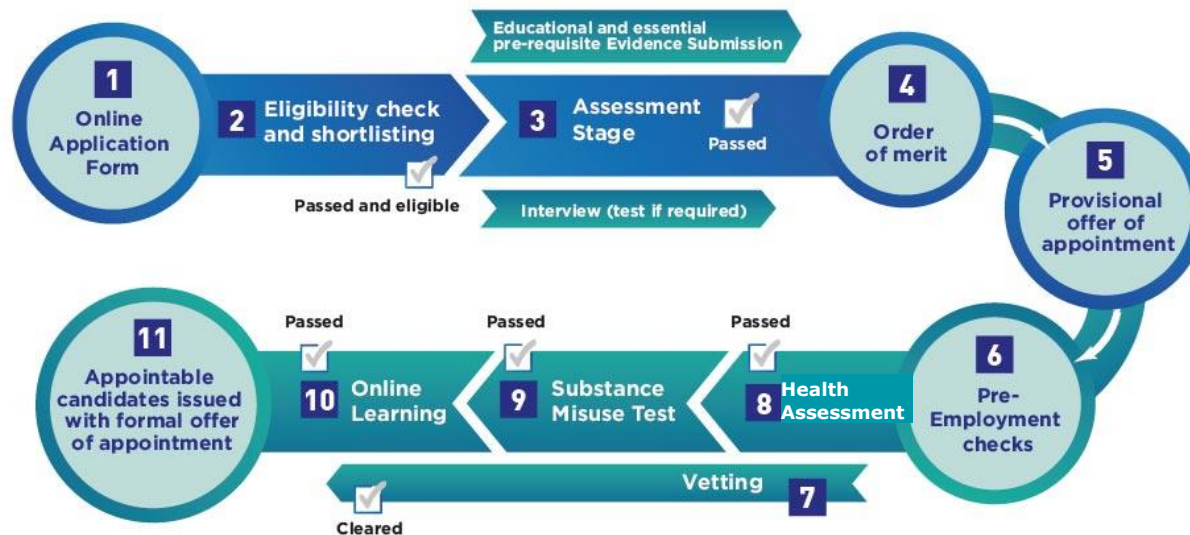


# **The Police Staff Recruitment Process**

# Recruitment stages you will go through



**Police Service**  
of Northern Ireland



Recruitment for police staff takes place on a regular basis. Each job will be open for applications for a limited amount of time. The job description will state the start and closing date and time of each job.

You will submit an online application, which includes an equality monitoring form, during this period. Please note CVs **will not** be accepted. If you have any difficulties in completing your application online, please contact [PoliceStaffRecruitment@psni.police.uk](mailto:PoliceStaffRecruitment@psni.police.uk) for assistance.

If you meet the basic eligibility criteria and your application is successful, following shortlisting, you will then be invited to complete the assessment stage (Selection Test (where required) and interview (including presentation if required)). Applicants will also be asked to submit evidence of your **education eligibility (where applicable) and essential pre-requisites** at assessment stage.

If you are successful at assessment stage, you will be placed, in merit order, onto a merit list, which will generally last 24 months, which will be used to fill future vacancies during this period. On occasion, the number of successful candidates may exceed the total number of vacancies during that period.

If you are successful in the recruitment process and within the appointable band you will be issued with a **provisional offer of appointment**, subject to successfully completing the following stages – vetting, health assessment, substance misuse test and online learning. When all these pre-employment checks are successfully completed you will be issued with the appropriate offer of appointment.





CAN I JOIN?

**What are the basic requirements to apply for a Police Staff role in the Police Service of Northern Ireland?**



**There are 4 basic requirements that you have to meet when applying for a police staff role:**

### **1. Age**

You can apply from the age of 16: this means that: Your 16<sup>th</sup> birthday should be on or before the date of application.

Some of our specialist roles may have an age criteria of 18 due to the nature of duties.

### **2. Nationality**

Being from outside the UK or the Republic of Ireland does not stop you from applying to the Police Service of Northern Ireland, although you must be able to provide evidence that you have the right to work in the United Kingdom.

This evidence has to be supplied in the following format:

- A copy of a passport or other travel document endorsed to show that you are exempt from immigration control and have the right to work in the United Kingdom;
- Or a letter issued by the Home Office confirming that you have the right to work in the United Kingdom.

Please note that this nationality criteria may be subject to change in line with emerging government guidance regarding the implications of EU Exit on immigration legislation. Any relevant updates will be communicated to applicants in due course. For further information please refer to: <https://www.nidirect.gov.uk/articles/working-northern-Ireland>.

**Please note that candidates who pass the assessment stages will be asked to provide evidence regarding right to work in due course.**



### **3. Qualifications (includes academic, professional or technical qualification requirements).**

There are a wide variety of police staff roles within the Police Service of Northern Ireland and each will have specific academic, professional or technical qualification requirements. These will be clearly stated on the Person Specification of the advertised Job Description.

For those candidates who are invited to assessment stage we require proof of relevant academic, professional or technical qualifications. Please note that all certificates must be dated on or before the competition closing date (unless specified otherwise on the Person Specification). A copy of all qualification certificates and identity documents must be brought to or provided at assessment stage. The copies of this documentation are placed on your personal file. Where professional qualifications are required as part of the selection criteria, candidates must hold current full membership of professional bodies prior to shortlisting taking place (Certificates will be validated if invited to attend interview). If you do not have original copies of your qualifications please contact the school/college/university where you sat your examinations. If they cannot provide this information you should contact the appropriate examination board (you will be given a period of time to try and obtain these). If your certificates are in a name other than that which you applied in, you will need to provide us with documentary evidence (i.e. either your Marriage Certificate, Civil Partnership Certificate or Change of Name Deed Poll Certificate) to verify that your certificates relate to you.

Any candidate for whom it has not been possible to validate formal qualifications must have these validated as a pre-employment check before any offer of appointment can be made. If we do not receive copies of your qualifications within the specified time frame you will not be appointed to the Police Service of Northern Ireland.

*\*If your educational qualifications were obtained outside the United Kingdom, please see the guidance on equivalent qualifications at <http://ofqual.gov.uk/help-and-advice/comparing-qualifications/>. Please note if your qualifications are not comparable under this guidance, it is unlikely that your application will proceed beyond Assessment stage. Please note that it is the responsibility of all candidates to ensure that their education qualifications meet the criteria required.*

### **4. Computer literacy**

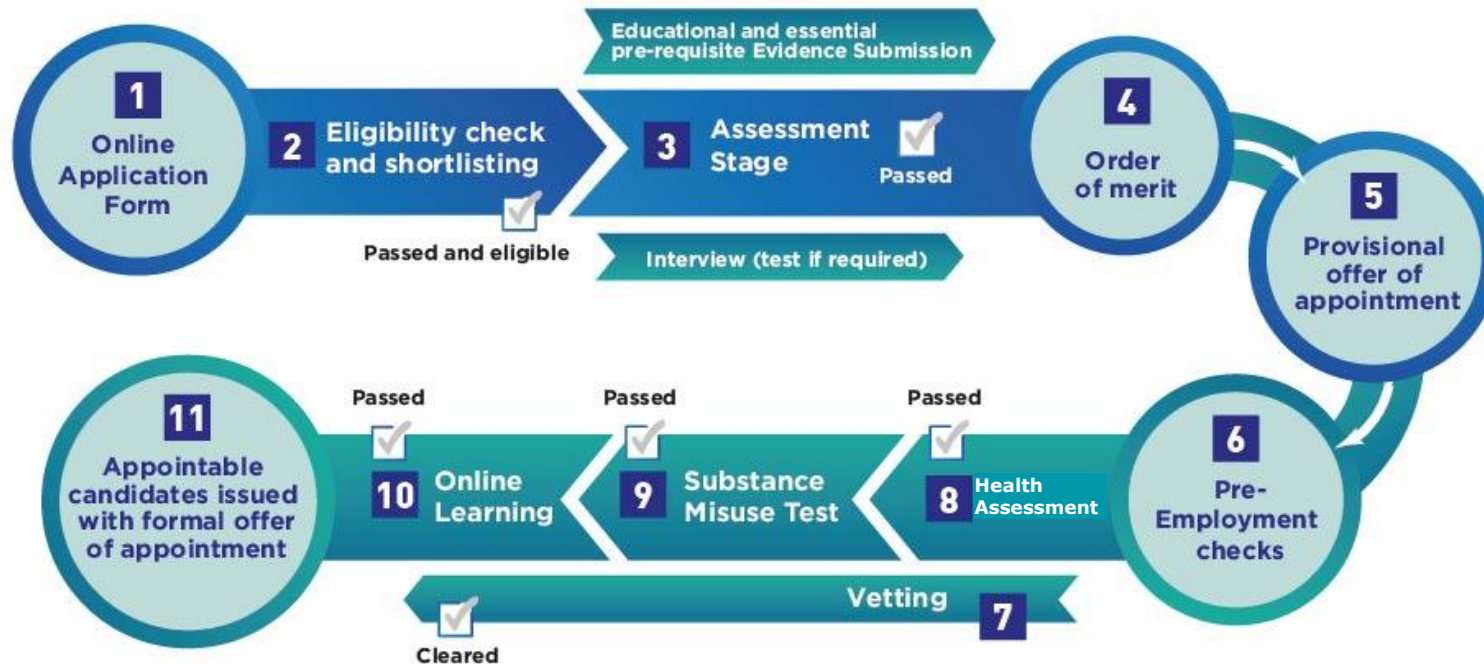
For the majority of police staff roles, no formal IT qualifications are required (unless otherwise specified). Applicants must be able to demonstrate that they have the level of computer literacy required to effectively perform the role being applied for.



HOW DO I  
JOIN?

**Everything I need to know before  
applying**

# Recruitment stages you will go through



The Police Service of Northern Ireland is generally responsible for facilitating all stages of the recruitment process (For some roles an appointed contractor may be responsible for certain stages. Applicants will be advised as appropriate detailing stages where the appointed contractor has responsibility). All of these stages must be successfully completed to be considered appointable.

Read on to find out more information of each of the stages noted on this page.



## **1. ONLINE APPLICATION**



## 1. ONLINE APPLICATION

### The application form begins with some guidance notes that should help you with your application.

These notes explain that:

- Only one submitted application will be accepted for each applicant. You will have the ability to save and resume a partially completed application using your unique application ID (e.g. 1111-1111-1111), surname and date of birth. Please note CVs **will not** be accepted.
- When completing the application please do not use autofill as incorrect data not related to you may be entered. In addition, please also ensure that you enter an e-mail address that will be unique to you.
- You will not be able to start or resume an application after the competition has closed or resume an application that is already submitted.
- Please be aware that your application session will timeout after 120 minutes, any information not saved will be lost. We therefore recommend that you regularly save your application.
- You will need your National Insurance number. If you are an applicant from the Republic of Ireland, please use your Personal Public Service (PPS) number. If you do not hold a UK National Insurance number or a Republic of Ireland Personal Public Service (PPS) number please use your country's equivalent.
- Skills/Experience section - Please note that responses to each criterion are standalone and will not be cross-referenced to other sections of the application form. The shortlisting panel will not take account of information presented in another part of the application form, such as Education/Qualifications, Current Employment and Employment History, when they are scoring your response to a specific criterion.
- You are required to complete the Equality Monitoring section of the application form.
- You will be given the opportunity to declare any reasonable adjustment needs in relation to disabilities or other conditions (including hidden disabilities or conditions such as Autism Spectrum Disorder or specific learning difficulties such as Dyslexia).
- If you have any difficulties in completing your application online, please contact [PoliceStaffRecruitment@psni.police.uk](mailto:PoliceStaffRecruitment@psni.police.uk) for assistance stating details of the job you are applying for and Application ID if in process or UID if you have submitted your application. Please be aware that Police Staff Recruitment do not have access to any application forms until the competition has closed.



## 1. ONLINE APPLICATION

**You will be asked to** enter your personal details\* following which your unique application ID will be generated. You will then complete the relevant sections such as Education/Qualifications; current employment; employment history; skills and experience and the Equality Monitoring Form (Part A) and Recruitment Efficiency Monitoring Form (Part B) and Reasonable Adjustments.

**Before you apply, ask yourself.. Can You Commit. You must complete each stage for your application to proceed!**

Under the General Data Protection Regulations (GDPR), submitting an application form indicates your consent for your personal details to be processed for the purpose of the recruitment process.

*\*When completing your personal details you should provide an email address which is private, accessible from anywhere and which you intend to use for the foreseeable future. This email address must be unique to you i.e. do not allow a relative or friend to make an application using your email address as all future correspondence associated with the recruitment process will be sent to this email address.*





## 1. ONLINE APPLICATION

### Processing your Application Form

Providing you have fully completed your application and submitted it online correctly by the deadline you will receive an on-screen 'application submitted' confirmation message (we would encourage you to print, save or take a screen-grab of this on-screen message for your records as this will confirm your submission has been successful and your UID is also on this page. Your UID is required for future communication with Police Staff Recruitment). You will not receive an automatic or instantaneous email confirming receipt, however we will email you in due course.

Should you need to contact the Police Staff Recruitment Team to notify us of errors or changes that may be required to your application, please do so as quickly as possible by emailing [PoliceStaffRecruitment@psni.police.uk](mailto:PoliceStaffRecruitment@psni.police.uk) to explain what needs to be changed (e.g. address, telephone number etc.). If you do submit another identical form, all previous applications for that specific job will be rejected. If upon reviewing your submitted form you note that you have entered incorrect information in the Equality Monitoring Section, please email [Equality@psni.police.uk](mailto:Equality@psni.police.uk) with the required amendment/s. In both circumstances when you have submitted your application please state the job you are applying for and your UID (not Application ID number).

All applicants who submit an application form will then proceed to shortlisting for the purpose of determining whether you satisfy the eligibility criteria stipulated for the job you have applied for. If your application is successful, following shortlisting, you will be invited to the next stage of the recruitment process, assessment.

During application stage you will also receive your Unique Identifier (UID). You will need your UID e.g. 12345 (not your Application ID) if you are contacting us about your application, and throughout the recruitment process.

### Security

Working within any police service involves a number of risks. You are advised to be discreet about your application (in particular, information relating to assessment/interview dates) and tell only people in whom you have confidence.

**In particular, appointment details should not under any circumstances be shared on social media.**



## 1. ONLINE APPLICATION

### **Disability Discrimination Act**

Any applicant with a disability will be considered individually on their merit. Consultation will take place with any individual who has a disability that might prevent them from undertaking the role advertised and consideration will be given to whether there are reasonable adjustments to working practice/and or working environment that can be made to enable them to do the job now and for a reasonable time.

### **Policy on Dyslexia or Other Specific Learning Difficulty (SpLD)**

If you have dyslexia or other SpLD and would like to be considered for an adjustment at assessment stage, you must declare this in your application form and be ready to submit your most recent diagnostic report, addressing assessment adjustment needs, from a qualified Educational Psychologist or other suitably qualified professional (e.g. certain chartered psychologists or in some circumstances specialist teachers with a current Practising Certificate in SpLD Assessment). This must be provided to us no later than 10 working days after the closing date so please **get your paperwork in order now in readiness to send when required.**

### **Policy on Needs relating to disabilities or other conditions (including hidden disabilities or conditions such as Autism Spectrum Disorder)**

If you have a disability or other condition (including hidden disabilities or conditions such as Autism Spectrum Disorder) and would like to be considered for an adjustment at assessment stage, you must declare this in your application form to enable us to fully consider your request. After you have submitted your application, you must submit your most recent evidence relating to your disability or condition (including hidden disabilities or conditions such as Autism Spectrum Disorder), detailing the needs required, prepared by your doctor or other appropriate professional. This must be provided to us no later than 10 working days after the closing date so please **get your paperwork in order now in readiness to send when required.**

With regards to both of the above, your report(s) will be reviewed by a suitably qualified professional and we will then notify you in advance of assessment stage about any adjustments (if any) that can be allowed.

**Candidates should highlight to us any intention to seek an adjustment in the recruitment process within the reasonable adjustment section of the application form.**



## 1. ONLINE APPLICATION

### Providing Evidence in relation to the Education/Qualifications Eligibility Criteria

As part of your application you will be required to provide full and final evidence of your eligibility in relation to the Education/Qualifications Eligibility Criteria for the job you are applying for.

There are a wide variety of police staff roles within the Police Service of Northern Ireland and each will have specific academic, professional or technical qualification requirements. These will be clearly stated on the Person Specification of the advertised Job Description.

You will be asked to provide copies of your certificates at Assessment stage. Please make sure that you prepare now and have your paperwork in order that you can supply this documentation when required.

*\*If your qualifications were obtained outside the United Kingdom or you are unsure as to the equivalency of your qualifications, please see the guidance on equivalent qualifications at <http://ofqual.gov.uk/help-and-advice/comparing-qualifications>*

**If you have lost your original certificates you should contact your examination board and/or relevant awarding authority NOW, in order to request either replacement certificates, or a final certifying statement of results.**

In exceptional cases, where the qualification has only recently been completed but not yet certified, exceptions to the certification date may be considered, providing formal supporting evidence is available.



## 2. SHORTLISTING



## Shortlisting

Shortlisting is carried out on the basis of the information contained in your application form. Please note CVs **will not** be accepted.

Only the relevant details provided by you on your application form required for shortlisting will be provided to the shortlisting panel for the purpose of determining whether you satisfy the eligibility criteria stipulated for the job you have applied for.

Candidates are therefore strongly advised to provide sufficient details on the application form, using examples and relevant timelines, to demonstrate to what extent you meet each essential and desirable criteria identified in the Person Specification of the advertised role. It is not sufficient to simply list your duties and responsibilities. The shortlisting panel will not make assumptions from the title of the applicant's post or the nature of the organisation as to the skills and experience gained – you must explain clearly.

Please note that responses to each criterion are standalone and will not be cross referenced to other sections of the application form. The shortlisting panel will not make assumptions or take account of information presented in another part of the application form, such as Education/Qualifications, Current Employment and Employment History, when they are scoring your response to a specific criterion. It is therefore essential to provide all relevant detail in the responses section to each question in the Skills/Experience section. Any appeal against the decision made by the shortlisting panel will be reviewed by Head of External Recruitment and their decision is final.

If your application is successful, following shortlisting, you will be invited to the next stage in the recruitment process.



### **3. ASSESSMENT**



### 3. ASSESSMENT

#### **Assessment**

If your application is successful, you will be invited to attend assessment stage. This may be in the form of a selection test, presentation/interview or another form of assessment where appropriate. You will be informed of the form of assessment at the onset relating to the job you are applying for.

All candidates will be given an opportunity to state on their application form if they consider that a reasonable adjustment is required. Any adjustment must be in the context of an expectation that the adjustment will enable the candidate to compete on a level playing field with other candidates.

If the date is not suitable, we will try as far as possible to offer an alternative date or time for your assessment. However, this is not always feasible.



#### **4. SELECTION TEST**





#### 4. SELECTION TEST

### **Selection Tests**

Employers often use selection/ability tests to assess an applicant's aptitude and skills for a particular role.

The decision as to whether a selection test will be used as part of a recruitment process will be determined based on the nature of the role being advertised and the skillsets required.



## 5. INTERVIEWS



## Interviews

The most common selection process we use are competency based structured interviews (sometimes referred to as a behavioural interview, or a criterion interview) where candidates are asked a series of questions based on your knowledge and experience in relation to the activities and responsibilities of the post. All candidates will be asked the same set of questions, but any probing questions may differ according to your response.

The interviewers will normally be a panel of three people, one of whom will be a subject matter expert. Remember the interview is your opportunity to provide examples of your experiences in your responses to questions, in the context of the role for which you are applying.

The Police Service of Northern Ireland currently use the Competency and Values Framework (CVF)\* as the structure for interview criteria assessment. Please refer to the following slides relating to the CVF\* for more information.

Presentations may also be used as a selection tool, particularly in more senior jobs. If a presentation is being used, it is normally held immediately prior to your interview and you will be informed of the topic when you arrive. On your invitation to interview if a presentation is involved you will be informed of the following:

- That you are required to deliver a presentation
- The allocated time for preparation of your presentation
- The allocated time for delivery of your presentation
- How long the panel will have to question you on your presentation

On completion of the presentation, you will immediately move onto the interview phase.

\* Source: [College of Policing Ltd](#)

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## **Assessment Rating Scales**

The following rating scale will be used to assess your performance during your interview/presentation:

### **5. Consistently High Performance**

Candidate has maintained consistently high level of performance across all aspects of the described competency. In some respects, their performance is outstanding - very limited room for improvement.

### **4. Good Performance**

Candidate maintained consistent good level of performance across the board -some areas for improvement, but not significant ones.

### **3. Suitable Performance**

An acceptable performance across the described competency, there are definite areas for improvement, but it should be possible for the candidate to address these following experience in the role.

### **2. Unsatisfactory Performance**

Candidate's performance in some areas acceptable but further development required to bring overall performance within required competency to satisfactory level.

### **1. Consistently Unsatisfactory Performance**

Consistent unsatisfactory performance against competency - substantial development required to bring candidate up to satisfactory level.

**CVF\***

**6. COMPETENCY  
& VALUES  
FRAMEWORK  
(CVF)\***

## The Competency Values Framework\*

The Police Service of Northern Ireland (PSNI) uses the Competency and Values Framework (CVF)\* as a core element in recruitment and selection processes. PSNI is currently transitioning from the 2020 version of the CVF\* [CVF 2020](#) to the updated 2024 version [CVF 2024](#). Police Officer competitions now exclusively use the 2024 version, while police staff competitions are in transition and may use either version depending on the role. Each job advertisement and associated assessment materials will clearly state which CVF\* version applies, and applicants should refer to that version when preparing.

For further **general information** on the Competency Values Framework\*, please visit The College of Policing's website:

<https://www.college.police.uk/career-learning/competency-and-values-framework>

The CVF\* outlines the nationally recognised behaviours and values that guide how all PSNI employees should work.

The framework consists of six competencies, grouped into three clusters, each supported by the core values. Competencies are structured across the three levels, with each level building on the one before. Candidates assessed at a higher level should naturally demonstrate the behaviours of the lower levels as well.

For each job, the person specification will confirm the required values and competency levels. It is essential that all candidates familiarise themselves with the appropriate version of the CVF\*, as this forms the basis of the assessment process.

More detailed information outlining the key elements of the CVF\* against which you will be assessed can be found by accessing the CVF\* document relevant to your job, please click on the relevant link on the next page:

\* Source: [College of Policing Ltd](#)

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## The Competency Values Framework\*

### Competency and Values Framework for Policing 2020

More detailed information outlining the **key elements of the CVF\*** against which you will be assessed are included via the following link.

[CVF\\* 2020](#)

While preparing focus your attention on this document as follows:

- **CVF Values:** Pages 4-5
- **CVF Clusters / Competencies:** Pages 6-17

### Competency-and-Values-Framework-for-Policing 2024

More detailed information outlining the **key elements of the CVF\*** against which you will be assessed are included via the following link.

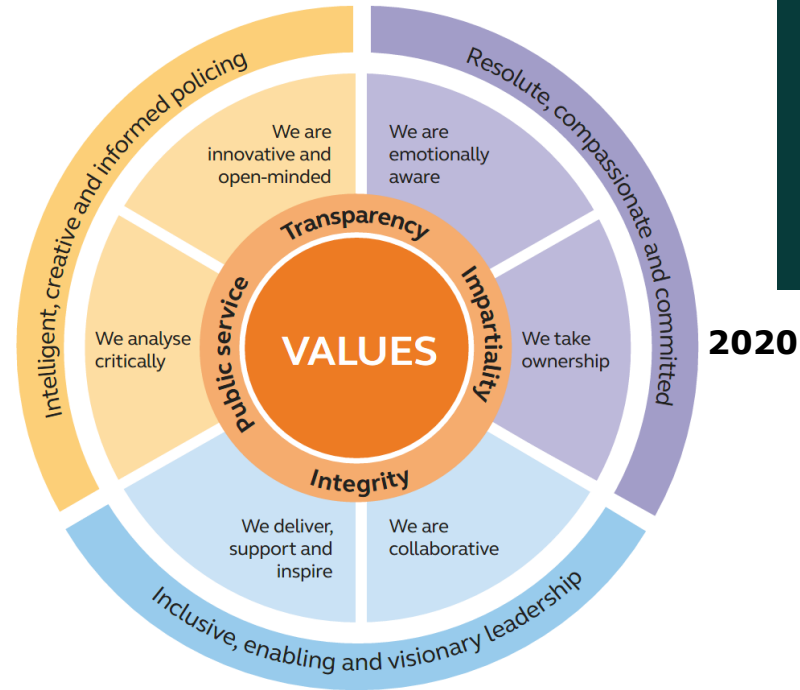
[CVF\\* 2024](#)

While preparing focus your attention on this document as follows:

- **CVF Values:** Pages 10-12
- **CVF Clusters / Competencies:** Pages 13-29

\* Source: [College of Policing Ltd](#)

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CVF\*

6. COMPETENCY  
& VALUES  
FRAMEWORK  
(CVF)\*

|    |       |
|----|-------|
| 1. | _____ |
| 2. | _____ |
| 3. | _____ |

## 7. ORDER OF MERIT





## **Order of Merit**

If you are successful in a recruitment process, you will be placed in merit order, onto a merit list of candidates assessed as having reached the required standard for appointment. You will be notified of your merit position in your outcome letter. Please note that Police Staff Recruitment make offers of appointment in merit order.

On occasion, the number of successful candidates may exceed the total number of vacancies. A merit list will generally last for 24 months and will be used to fill future vacancies during that period.

All candidates, whether successful or not, will be notified of the outcome at each stage of the process.



## **8. PROVISIONAL APPOINTMENT**



## Provisional Appointment

If you are successful in a recruitment process and within the appointable band that we intend to recruit from, for a particular competition, Police Staff Recruitment **will issue a provisional offer of appointment**, subject to successfully completing all of the following stages in order to be considered for appointment:

- Vetting
- Health Assessment
- Substance Misuse Test
- Online Learning

All appropriate documentation will be issued to the candidate. Please note that this is subject to successful completion of all the stages detailed above. **Please do not hand in your notice to your current employer until you receive a confirmed offer of appointment.**



## **9. HEALTH ASSESSMENT**



## **What happens regarding health assessment?**

A Medical History Questionnaire will be issued to you which should be completed and returned to Occupational Health and Wellbeing by the date specified.

Completion of this form will enable the Occupational Health Nursing Adviser to make a general assessment as to whether you comply with the medical standards required of the job for which you have applied. If appropriate, you may also be seen by an Occupational Health Medical Adviser, who may in some circumstances carry out a physical examination.

A “Yes” answer does not mean you will be automatically rejected and you should provide as much detail to your answers as possible. In addition, provision of additional medical information as outlined in the accompanying cover letter, will ensure that all relevant medical evidence has been considered and reduce the likelihood of any delays to your application.

The Police Service of Northern Ireland is an Equal Opportunities employer and recruits on the basis of ability not perceived disability. The information you give about your medical history or any disability will assist Occupational Health and Wellbeing to assess where “adjustments” to working practice and/or working environment may be needed.

All medical information provided by you remains entirely confidential to Occupational Health and Wellbeing and shall form part of your Occupational Health record if appointed.

### **Following the health assessment you will be considered to be one of the following:**

- Fit for full role or
- Unable to undertake full duties of the described job role and adjustments are advised, which a Pre-employment Disability Adjustment Panel will consider.



## 10. VETTING



## 10. VETTING

### Understanding the Vetting Process for the Police Service of Northern Ireland

**As part of the recruitment process you will be required to complete a vetting questionnaire. In order that this process is as smooth as possible for you please ensure that you complete the vetting questionnaire and answer all the questions in full.**

You are required to be vetted as part of the recruitment process. This level of vetting is required for all police staff and will permit unsupervised access to police premises. You will be required to complete the questionnaires within two weeks of receiving. Dependent on the role you are applying for, additional enhanced vetting may be required. As part of the recruitment process you will be informed if you require an enhanced level of vetting.

For further information regarding Policy and Service Procedures on vetting please refer to <https://www.psni.police.uk/sites/default/files/2023-11/Service%20Vetting%2023%20November%202022.pdf>.

There are two distinct types of vetting: Police Vetting and National Security Vetting (NSV). Police Vetting and National Security Vetting are separate processes both of which can take time to complete dependent on your personal circumstances. We are unable to specify how long someone's vetting will take but endeavour to ensure that there are no unnecessary delays. You can help by ensuring that you complete the vetting forms in full and answer all the questions in full. If you have spent any time in the last three years outside the United Kingdom or Republic of Ireland, you may have to provide a copy of your criminal record from the country/countries you have resided in. The process for checking varies from country to country. Where it is not possible to carry out necessary checks your application may not be processed further.

Vetting is a complex process and involves various checks to be completed. This includes everyone declared on your vetting applications as well as your wider extended family and other close associates. All applications are considered on their own individual merits. You are advised to disclose all information as required within your vetting application. Failure to disclose relevant circumstances or information is likely in itself to be regarded as evidence of unreliability and will be taken into account when assessing your suitability.



## 10. VETTING

### Interview

If during the vetting process there is information that requires further clarification, you may be invited to attend an interview with the Service Vetting Unit. The success of the vetting interview, as with other aspects of vetting, depends largely on your honesty. Therefore, absolute honesty is required and any deceit at any stage of the process may affect your application. Lying, concealing the truth, or deliberately withholding information when completing your vetting questionnaire or during a vetting interview is a very serious matter, whether it comes to light during the vetting process or at a later stage.

### Disclosure and compliance with the vetting process

It is necessary to disclose all information as stated in your vetting application. Failure to disclose relevant circumstances or information is likely in itself to be regarded as evidence of unreliability and will be taken into account when assessing your vetting application.





## 10. VETTING

### Recruitment Vetting Panel

If during the vetting process there is information that gives cause for concern it will be referred to the Panel who will decide on your suitability.

### Independent Assessor

If the Panel is of the opinion that you are unsuitable, you will be informed of this by letter and told that you may seek (in writing) to have the decision reviewed by the Independent Assessor established under the Police (Recruitment) (Northern Ireland) Regulation 2001.

The Independent Assessor will review your case. The Independent Assessor may request additional information from the Panel following your appeal and will review all material made available to the vetting panel. This may delay any vetting decision as your application may have to be returned to the Panel to be re-considered.

The Independent Assessor's review will be forwarded to the Chief Constable's Representative who is the final arbiter. There is no further appeal mechanism.

**If you have any queries in respect of vetting please forward your query to [recruitvetting@psni.police.uk](mailto:recruitvetting@psni.police.uk).**



## 10. VETTING

### General Offences

It is not possible to categorize and define succinctly every criminal conviction which would make you unsuitable for employment with the Police Service of Northern Ireland. However you will not be considered for appointment if you have served any of the following -

- A custodial sentence, a suspended sentence, a period of detention at a Young Offenders Centre, if you have been convicted of causing death or GBH by dangerous or reckless driving or if you have received more than one period of disqualification from driving;

### **Furthermore, you may not be considered**

- Until 10 years has elapsed since conviction for any of the following: Dangerous Driving; 'Hit and Run Accident' offences involving injury; Drink Driving offences (including drugs); Driving Whilst Disqualified;
- Until 5 years has elapsed since any sanction for no insurance offences;
- If you have been convicted on three or more occasions, arising separately, of any other offences under the Road Traffic Orders or any equivalent offences elsewhere within 5 years from the date of application. (Fixed Penalty Notices may be taken into consideration).

Below are examples of some of the offences that will be considered during the vetting process and may make you unsuitable for employment -

- Violent offences;
- Public Order offences;
- Drugs offences;
- Dishonesty related offences.



## 10. VETTING

### Cautions

If you have received an official recorded caution, whether as a juvenile or adult, the caution will be the subject of further consideration. Furthermore, if you have received two or more recorded cautions arising out of separate incidents, you will not be considered until 3 years has elapsed since the date of the most recent caution.

### Other Police Determinations

The following may also be taken into account during the vetting process: Fixed Penalty Notices (non-motoring offences), Juvenile / Adult informed warnings, Penalty Notice for Disorder (PND), Discretionary Disposal and Community Resolutions.

Following are some of the considerations that the Panel will take into account -

1. The nature and gravity of the offence(s);
2. The extent and nature of the offending; the length of time since the last offence;
3. Your age at the time of the offence(s);
4. Whether you disclosed all relevant information relating to criminal convictions and related matters;
5. Any associated information in relation to the offence(s) which may suggest an unsuitability to hold vetting clearance;
6. Any organisational and/or reputational risk.

The Panel will also thoroughly examine the nature of the above in terms of the level of dishonesty, deceit, indecency, violence, hate crime, sectarianism and/or disregard for the police, policing or the safety of police personnel.



## 10. VETTING

### Ongoing Criminal Proceedings

If you have been arrested, have an outstanding charge or summons or are subject of a police investigation your vetting application will not be progressed until the case has been concluded. If your vetting has been completed and you become subject to any of the aforementioned your vetting will be suspended and you will not be considered for appointment until such time as an outcome has been determined. It is your personal responsibility to ensure that you inform Service Vetting Unit if you are subject to any of the aforementioned after your vetting application has been submitted.

### Personal Finances

If you have any outstanding County Court Judgments (CCJs); are subject to a current Individual Voluntary Arrangement (IVA); have been registered bankrupt and your bankruptcy debts have not been discharged then your application will be considered by the Panel.

Careful consideration will be given when a Credit Reference Check reveals you have defaulted on accounts, had credit card, personal loan applications declined or withdrawn or had a default or termination notice issued by a bank or creditor. The Service Vetting Unit may contact you to provide further information regarding your finances.

### Social Media Activity

As part of your vetting application you will be asked to provide all details of your email accounts as well as details of all social media accounts. Any information found which is believed to raise concerns regarding your suitability will be considered.

### Inappropriate Associations

It is essential to ensure public confidence and protect the information that the Police Service of Northern Ireland holds. The public should receive the highest standards from all representatives of the organisation which includes not only their actions, but the company they keep. These associations will therefore be considered as part of the vetting process.

An association with an individual or group will be considered inappropriate and will not be acceptable where it has potential to compromise a member of the organisation, compromise the operations of the Police Service of Northern Ireland or compromise the reputation of the Police Service of Northern Ireland.



## **11. SUBSTANCE MISUSE TEST**



## 11. SUBSTANCE MISUSE TEST

### **You will be required to undergo a pre-employment Substance Misuse Test.**

As part of the recruitment process there is a requirement for candidates to have a pre-employment Substance Misuse Test (which is normally conducted on successful completion of vetting), this is managed by an independent contractor. For further information regarding Substance Misuse Testing please refer to the following link <https://www.psni.police.uk/sites/default/files/2023-11/Substance%20and%20Alcohol%20Misuse%20Testing%2018%20January%202023.pdf> .

The biological material to be sampled as part of the pre-employment process will be hair. The substance misuse test will be undertaken by an approved, qualified, external contractor of the Police Service using appropriate sample collection kits and observing industry and evidential standard chain of custody procedures. You will be expected to provide two samples of hair of 3cm in length and containing at least 50-100 strands of hair per sample. This will primarily be taken from your head, on occasion armpit, back, leg, arm or chest hair may be used.

If you have concerns regarding provision of three centimetres of hair, or have medical or religious reasons that would prevent you from completing the test you should inform the **Substance Misuse Manager by e-mail at [substancemisuse@psni.police.uk](mailto:substancemisuse@psni.police.uk) at least one month before your Substance Misuse appointment** and outline the reason why you are unable to provide the appropriate sample (please note that cosmetic reasons for having short hair is not an acceptable reason). Deliberately attempting to obstruct the process will be treated as failing the test, and no re-test will be provided in these circumstances.

If you are on any prescribed medication, you should bring proof of prescription to your pre-employment test.

If you attend your appointment and have insufficient hair for your pre-employment test to be completed and you have not contacted the Substance Misuse Manager prior to your appointment, you will not be tested. A new test will not be offered until such times as you are able to provide a sample.

If you have a positive test result you will not be offered an appointment with the Police Service of Northern Ireland. You will have the opportunity to appeal a positive test and have your B sample tested, at your own expense, by an accredited laboratory. Further details will be provided if your substance misuse test is positive. If your B sample is also positive you will have no further right of appeal and any offer of appointment will be rescinded.



## **12. ONLINE LEARNING**



## 12. ONLINE LEARNING

You will be required to **undertake and successfully complete approximately 16 hours of eLearning** material within a 4 week period, prior to appointment.

The modules you will cover in the eLearning package include:

- Observation and Experience
- Understanding Community Relationships
- Communicating in your Community
- Problem Solving and Decision Making

Upon successful completion of this eLearning you will be required to forward the Statement of Participation to the Police Staff Recruitment Team who will record this as completion of the Online Learning stage of the recruitment process.





**Police Service**  
of Northern Ireland

## **Appointment to the Police Service of Northern Ireland**

Once all pre-employment checks are successfully completed, Police Staff Recruitment will issue the appropriate offer of appointment.

It is our policy that, except in very exceptional circumstances, candidates will only receive one offer of appointment from a competition which, if not accepted, will result in the candidate being withdrawn from the competition.

We understand that the notice you are required to give to your current employer will vary.

**Congratulations on your appointment to the Police Service of Northern Ireland.**

# **Your Learning & Development**

# Induction and Training



**Throughout your learning and development journey you'll be encouraged to maximise your potential.**

## **Induction Training**

On appointment, all police staff are required to complete a number of online learning programmes as part of their induction training.

As most police staff roles within the Police Service of Northern Ireland will require the role holder to have access to specialist computer systems, police staff will be required to complete specific training on these systems. The vast majority of systems training is delivered in house. If this is not covered as part of any induction programme, your Line Manager will discuss these requirements with you at the start of your employment.

## **Leadership Training Faculty**

Leadership Training Faculty at the Police College NI provide a number of opportunities to develop both individuals and teams, across the organisation. The training provided supports the wider People and Culture Strategy 2020-25, and is underpinned by the CVF values.

The Leadership Training Faculty currently offer the following leadership pathways and training:

- \* Senior Leadership Development Programme for Chief Inspector, Deputy Principal and above;
- \* First Line Leaders Development Programme, for Sergeant, EO2 and above;
- \* Masterclasses for Leaders at all levels;
- \* Collaborative external training programmes;
- \* Insights Discovery programmes for personal and team awareness, growth and performance.

# Induction and Training



## **Senior Leaders Development Programme (SLDP)**

This programme is ongoing for Deputy Principal, Chief Inspector and above.

The programme is delivered in collaboration with the College of Policing and is aligned to the University of Portsmouth's Leadership and Management Faculty for accreditation.

## **(First Line Leaders Development Programme (FLLDP))**

This new programme is currently being designed for Sergeant, EO2 and above.

## **Masterclasses**

These Leadership masterclasses, facilitated by both internal and external experts, have been designed to support our staff and provide an opportunity for development.

# Induction and Training



## **Insights Discovery Programme**

The Insights Discovery methodology uses a simple and memorable four colour model to help people understand their style, their strengths and the value they bring to the team. We are presently offering Insights Discovery 'Team Effectiveness Workshops', either virtually or face to face.

The workshop focuses on;

- Understanding communication preferences – self and others;
- Effective relationships with colleagues;
- Striving to improve communication and minimise conflict;
- Achieving success through building strong partnerships.

# Career Development, Promotion Opportunities and Professional Development Review



**Throughout your journey with the Police Service of Northern Ireland you'll be encouraged to maximise your potential.**

Being a leader is not just about rank or grade, individuals at every level are exposed to situations which require them to demonstrate leadership ability. The nature of the service we deliver and the role we perform within the community brings significant responsibility and a belief that everyone in our organisation is capable of fulfilling a leadership role.

The Police Service of Northern Ireland values its staff and places considerable investment in developing the technical skills and leadership qualities required for career progression. Our pragmatic approach to developing staff recognises that both the organisation and the individual have a responsibility to contribute towards development.

On completion of your probationary period a range of opportunities will be open to you through internal promotion and vacancy processes.

## **Professional Development Review**

PSNI has an established culture of continuous professional development linked to the Internal Professional Development Review (PDR) system. Staff will use the PDR platform as a means to strive for continuous performance development. Within the PDR, which is led through line management, continuous performance conversations will be held on a regular basis to reflect your progress, achievements, support needed and identify any development requirements.



SUPPORTING  
YOU AT POLICE  
SERVICE  
NORTHERN  
IRELAND

# Supporting you

# Supporting you



Whilst starting a new career is exciting, we know that you will always have questions throughout your employment. Don't worry, you will have access to many different support systems to help you settle in, and also to support you as you develop your career with us.

Structures and guidance are designed to support you throughout your time with the organisation. For example, we take seriously matters pertaining to your personal security, health and wellbeing and HR matters. We'll ensure that you are familiar with the support available to you from the first days and throughout your career.

Occupational Health and Wellbeing delivers services to support Keeping People Safe through a multi-disciplinary team of Occupational Health professionals and administrative support encompassing Medical and Nursing Services, Employee Support and Mental Health Services, Musculoskeletal Services, Physical and Health Wellbeing Services and Administration Services. Alongside this, we have developed a Health and Wellbeing Strategy to maintain the health and wellbeing (physical, psychological and social) of all staff and in recognition of the links between wellbeing, performance and discretionary effort.



We also have in place the following internal Minority Support Networks which are open to police staff –Disability Support Network, Ethnic Minority Police Association, Women in Policing Association, Catholic Police Guild and Lesbian, Gay, Bisexual and Trans Network.

These support networks offer advice and support, internal and external networking opportunities and mentoring to their members and aim to create a working environment where their members feel valued and respected.

In addition there are a number of Unions within the organisation which as police staff you may wish to join, such as NIPSA and UNITE.





MY SALARY AND  
BENEFITS

# Salary and Benefits

# Your Salary



## **Salary and additional benefits**

A career with the Police Service of Northern Ireland offers competitive pay and lots of other benefits. Police staff roles, whilst specific in title, are graded against the pay and grading structures of the Northern Ireland Civil Service. All advertised roles will state on the Job Description the pay scale and additional allowances commensurate with that role (e.g. Environmental Allowance, on call allowance).

For reference please use the following link:

<https://www.finance-ni.gov.uk/sites/default/files/publications/dfp/Non%20Industrial%20Pay%20Scales%201%20August%202023.pdf> to download a full list of the Northern Ireland Civil Service Pay Scales currently in place (1<sup>st</sup> August 2023 pay scales are currently in place for the Police Service of Northern Ireland). These pay scales are reviewed on an annual basis.

Some of our specialist roles will be paid against alternative pay scales and may attract additional allowances which will be stated in the advertisement and Job Description.

# Your Pension and paid leave



## **Pension Scheme**

On joining, police staff will be automatically enrolled into the Northern Ireland Civil Service Pension Scheme ALPHA which is a voluntary contributory pension scheme (NICS).

If you have a pension fund with another scheme, you may be able to bring these funds into your NICS pension. Each scheme has different deadlines linked to transfers. The type of pension you want to transfer in can also have an effect. For example alpha members have to apply to transfer within 12 months of being eligible to join the scheme. If it's possible to transfer in your other pension fund, you'll be told how much pension it will buy you in your new scheme.

Check the scheme guides on the website for more information on transferring into your new scheme. It's recommended that you seek some independent financial advice before transferring.

[www.dfpni.gov.uk/civilservicepensions-ni](http://www.dfpni.gov.uk/civilservicepensions-ni)

Full details will be provided to successful candidates.

## **Paid Leave**

The normal annual leave allowance will be 25 days on entry plus 12 Public and Privilege holidays, rising to 30 days annual leave after 5 years' reckonable service (Grade 5 (and above) appointments start on 30 days annual leave).

The annual leave year runs from 1<sup>st</sup> February each year. In the first year of employment, the number of days annual leave you are allocated will depend on which month your employment commences and will be allocated on a pro-rata basis accordingly.

With regards to consideration of reckonable service each case will be considered on a case by case basis, upon appointment, as per policy in the Police Staff Handbook.

# Other benefits



## **Newforge Sports Complex**

Newforge Sports Complex is home to the Athletic Association and is where many Police Service of Northern Ireland sports and social clubs are based. Upon joining the Police Service of Northern Ireland Police Staff may become a member of the Athletic Association and avail of the modern recreational facilities with family and colleagues in relaxed, comfortable and friendly surroundings.

In 2024, Newforge completed a £9 million development of the complex. This includes new artificial sports pitches for football, five-a-side, rugby, and hockey; courts for tennis; and an artificial bowling green. An indoor sports arena with a state of the art fitness centre and multi-purpose rooms has been built on site. Newforge can now also cater for indoor sports such as basketball, netball, badminton, futsal, boccia and pickleball. The facility is built to an Inclusive Sports Facility standard and includes ample parking on site.

The Complex also hosts a variety of services for members (often at preferential rates), including Credit Union, Physiotherapy, Sports Massage, Car Sales, Insurance Services, Independent Financial Advice, Travel Agency Services, Restaurant, Banquet/Conference Facilities and a Gift Shop. For more information on the facilities please visit <https://www.newforge.com> . For more information on Athletic Association membership and benefits, please visit <https://www.aa1928.com> .

## **Sports hall and fitness room facilities**

The Police Service of Northern Ireland is committed to supporting employee health and wellbeing by providing sports hall and fitness room facilities at major sites in Belfast, Newry, Enniskillen, Portadown, Maydown and Antrim. Some other police stations may be equipped with smaller fitness rooms containing high quality training equipment which is provided and maintained by Physical Health and Wellbeing Unit.

# Other benefits



## **Police Mutual**

Police Mutual offers a wide range of products and services to meet the needs of serving or retired police officers, police staff and their families. Whether you're looking to set up regular savings or investments product with a built-in guarantee, value for money insurance, high-quality healthcare or advice on finding a mortgage all of these facilities will be available to you. Police Staff in the Police Service of Northern Ireland are eligible to become members of Police Mutual. For more information and more details of the benefits refer to [www.policemutual.co.uk](http://www.policemutual.co.uk).

## **Harp and Crown Credit Union**

The Harp and Crown Credit Union offers a wide range of products and services to meet the needs of serving or retired police officers, police staff and their families.

A credit union is a not-for-profit financial co-operative, owned and controlled by the people who use its services. The Harp and Crown Credit Union provides a safe, convenient place for members to save money and to get loans at reasonable rates.

# Off Duty Standards

# Off Duty Standards



The Police Service of Northern Ireland and the public expect the highest standards from our police officers and police staff both on and off duty. Whilst encouraging police officers and police staff to play an active part in the communities in which they live, the Police Service is duty bound to prevent and deal with any behaviour or activity that may damage the reputation of the Police Service, or call into question a Police Service employee's ability to carry out their duties effectively, impartially and with integrity. By doing so we protect not only the integrity and reputation of the police officer or police staff concerned but also that of the organisation itself.

In order to maintain the highest standards, we have a number of procedures in place. All of these matters are contained in the 'Off Duty Standards Service Instruction'. This Service Instruction also outlines which procedures and guidance apply to different types of Police Service employees.

To find out more please follow the link below:

<https://www.psni.police.uk/sites/default/files/2023-11/Off%20Duty%20Standards%2028%20November%202023.pdf>



# Contact Us



# Contact Us



During the recruitment process, **our primary form of communication with you is via email.** This is so we have a detailed written record of communication between you and the Police Staff Recruitment Team, and for security purposes. When you apply you will be asked to provide a valid, working email address, to which you have ongoing access.

We would ask that you email all queries (with the exception of Equality Monitoring Form queries) via [PoliceStaffRecruitment@psni.police.uk](mailto:PoliceStaffRecruitment@psni.police.uk). You should also note that we will only communicate with **you** about your application. We cannot communicate with any third party, e.g. parent, guardian, relative or friend, about your application unless we have your written permission to do so.

When you contact us please include as many personal details as possible and in particular the job you have applied for, your **Name** and **Application ID** if in process or **UID number** if you have submitted your application. Please let us know of any changes in personal details by email to [PoliceStaffRecruitment@psni.police.uk](mailto:PoliceStaffRecruitment@psni.police.uk). Please be aware that Police Staff Recruitment do not have access to any application forms until the competition has closed (In some jobs an appointed contractor may be responsible for certain stages. Applicants will be advised as appropriate, detailing stages where appointed contractor has responsibility).

If we receive an email we will reply to you within 10 working days. If we cannot deal with your email within 10 working days of receiving it, we will tell you why, and let you know if there is anything further you need to do.

If you have any queries or concerns regarding providing any of the information within the Equality Monitoring Form, please contact [equality@psni.police.uk](mailto:equality@psni.police.uk).

Please remember that it is your personal responsibility to check your email folders for communication from us. This includes 'junk' folders, as some email providers filter emails from us. Once an email has been sent, it is your responsibility to ensure that you read it, and take appropriate action. Please check your email folders frequently, bearing in mind that we may contact you at short notice.

For more information on what you can expect from the recruitment team during the recruitment process you should read the '**Candidate Charter**' which you can find via [www.joinpsni.co.uk](http://www.joinpsni.co.uk).

Of particular note, you should be aware that if you have a concern or complaint, you must raise the matter immediately and by email.

# Contact Us



- **Email us at:** [PoliceStaffRecruitment@psni.police.uk](mailto:PoliceStaffRecruitment@psni.police.uk)
- **Visit our website:** <https://www.joinpsni.co.uk/>