



Inspecting policing
in the public interest

Her Majesty's Inspectorate of Constabulary

Person Specification

Basic Header Information

- 1 **TITLE OF POST:** Inspection Lead Officer on Secondment
- 2 **GRADE:** G7
- 3 **DIRECTORATE:** CPG
- 4 **UNIT/TEAM:** HMIC

Specification of the skills required

5 **ESSENTIAL SKILLS**

Home Office Core Competency Framework

Write Effectively

- Present complex written information effectively on a range of issues using appropriate methods

Speak Effectively

- Articulate issues openly and present convincingly, leading others to accept key conclusions

Change Responsive & Focussed

- Establish new priorities and revise plans / proposals to reflect operational or policy changes
- Anticipate the needs for change and promote the benefits
- Anticipate (potential) pressures and seek ways to manage own pressures, support others and improve the quality of their working environment
- Am aware of own impact on others and support colleagues to minimise the effect of work pressures

Establish & Maintain Good Stakeholder Relationships

- Plan and deliver strong relations with stakeholders internal and external

Make Well Judged Decisions

- Act decisively and is prepared to make decisions about complex issues

Apply PPM Tools

- Understand and apply PPM techniques, in particular risk

**Please note that the following skill will be assessed at interview only:
Value people their diversity and their contributions**

- Treat everyone fairly, with respect and dignity, responding sensitively to differences (all grades)
- Actively recognise, take account of and include equality and diversity of individuals and groups, styles and perspectives (EO and above).

6 DESIRABLE SKILLS:

- Ability to work in a diverse and sensitive environment.

Some of the work will be sensitive and the successful candidate will need to demonstrate a high level of discretion.

7 QUALIFICATIONS/ EXPERIENCE:

Essential Qualifications and Experience (Job Specific)

- Experience of collating, analysing and presenting complex data in an easy to follow format;
- Experience in drafting documents such as scoping papers, reports and recommendations;

Desirable Experience

- Knowledge / experience of policing or wider public sector
- Experience of working in a politically sensitive environment
- Consultancy, investigation or audit

8 OTHER ESSENTIAL SPECIFICATIONS

- Due to the nature of the role the post holder will be required to travel across the UK undertaking inspections and attending meetings / workshops. Therefore this post is not suitable for those working part-time hours.
- The role may also involve weekend working and extended hours during periods of inspection / field visits however these will be planned in advance and will attract time off in lieu as agreed with the Head or Deputy Head of Workforce.