

## **ADVERT HEADING**

Department, Location

Job Title

Band 2E, circa £20,038 per annum **pro-rata plus XX% shift allowance/ on call allowance plus benefits**

Number of posts if more than one

If it's a FTC or secondment/acting and how long for

If it part time and how many hours

**AT RISK/INTERNAL/EXTERNAL VACANCY (amend as necessary)**

**JOB REF: Req No (Your Initials)**

If part time or FTC/Secondment provide detail in the advert of hours or length

The ideal advert should consist of one para about the job and one para about the ideal candidate.

## **SHORTLISTING CRITERIA**

**The following wording needs to be added when e-mailing a line manager with the advert:**

Attached please find the advert for the role of **XXX**. Please advise whether you wish to make any changes or whether you are happy to proceed.

In order to streamline the application and short listing process it has been decided to limit the number of essential criteria in the application form to 4 or 5. I have copied the essential criteria below. Please can you highlight which essential criteria you would like to shortlist against and I will put these in the application form. This will hopefully make the short listing process quicker for everyone involved.

### **ICT roles**

*Candidates are requested to submit a CV rather than complete an online application. Do not send essential criteria to line managers. The following wording needs to be added when e-mailing a line manager with the advert:*

Attached please find the advert and JD for the role of **XXX**. Please advise whether you wish to make any changes or whether you are happy to proceed.

Please confirm that the location is correct or whether candidates can work from other locations.

## **Email for Line Managers – once Advertised**

This role will be advertised to At Risk with a closing date of Wednesday **XXXX** 2021. It is now live on job shop **and the website** with a closing date of Sunday **XXXX** 2021.

To view the job advert please click on the following link: **{INSERT JOB LINK}**

We will contact you shortly after the closing date.

# **INTERNAL ADVERTS**

## **❖ INTERNAL ONLY – STANDARD WORDING**

Please be aware that if this role is advertised as 'internal' you will only be able to access it through the link at the top of the page, it will not appear on the external job site. Therefore if you wish to complete the form at home you will need to copy the link. Please do not forward this link to external candidates. If you have any queries please contact People Services Recruitment Department at [RecruitmentPoliceStaff@thamesvalley.pnn.police.uk](mailto:RecruitmentPoliceStaff@thamesvalley.pnn.police.uk) quoting reference **XXXX**. We will endeavour to respond to your query as quickly as possible.

If you are a serving Police Officer, your application will be put on hold in the first instance. For more information please refer to [job shop](#).

If you are an 'at risk' member of staff, please apply directly to the At Risk Recruitment Mailbox with your REI form and do not complete the online application.

**Please use Google Chrome when completing your application, wherever possible, as this will enhance performance.**

The closing date for enquiries and receipt of completed applications is **Sunday XXXX 2021**.

### **i. Force Crime Adverts – please also add the following wording:**

Along with all other posts in Force Crime, Intelligence and Specialist Operations Departments, this role will require an enhanced level of vetting.

Capability to travel across the Force is required in order to undertake assignments in a timely manner and work flexibly. Due to unsocial hours and personal safety for lone working public transport may not be suitable. For this reason a full driving licence is considered essential for this role. **{ADDED ONLY IF SPECIFIED IN JD}**

The successful applicant will be expected to undertake the established psychological screening process. **{APPLICABLE ONLY TO DAIU, CAIU, PVP, MASH, FORENSIC, MAJOR CRIME OR ANY OTHER ROLES DEALING WITH POTENTIALLY DISTURBING CONTENT}**

### **ii. ICT ROLES**

Please be aware that if this role is advertised as 'internal' you will only be able to access it through the link at the top of the page, it will not appear on the external job site. Therefore if you wish to refer to the advert at home you will need to copy the link.

If you have any questions about the job please email Tracy Ryder on [Tracy.Ryder@thamesvalley.pnn.police.uk](mailto:Tracy.Ryder@thamesvalley.pnn.police.uk).

To apply please send your CV outlining your skills and experience in line with the job requirements to [RecruitmentStaffICT@thamesvalley.pnn.police.uk](mailto:RecruitmentStaffICT@thamesvalley.pnn.police.uk) quoting reference **XXX**. Information received in the body of the email will not be submitted for review.

If you are an 'at risk' member of staff, please apply directly to the At Risk Recruitment Mailbox with your REI form and do not submit your CV.

If you have any queries please contact People Services Recruitment Department at [Recruitmentstaffict@thamesvalley.pnn.police.uk](mailto:Recruitmentstaffict@thamesvalley.pnn.police.uk) quoting the reference number. We will endeavour to respond to your query as quickly as possible.

The closing date for enquiries and receipt of completed applications is **Sunday XXXXX 2021**.

### **(Optional) Remote working:**

This role could be carried out remotely, with the occasional requirement for travel to Hampshire Constabulary and Thames Valley Police offices.

### **iii. Staff - Secondment / Fixed Term Contract**

If you are a permanent member of staff applying for this role, please note it will be offered on a secondment basis. **Important:** All secondments are assumed supported and that your line manager and Head of Department/Commander or Deputy are aware of your intention to apply. If the secondment is not supported then a strong business rationale must be sent to [recruitmentpolicestaff@thamesvalley.pnn.police.uk](mailto:recruitmentpolicestaff@thamesvalley.pnn.police.uk) quoting the reference number for the role.

**Please note:** Shift allowance, on-call or other job related allowances from the previous role will not be protected unless they are attached to the new role for the duration of the secondment.

### **iv. Staff - Expression of Interest**

To apply for this post please send an expression of interest outlining your skills and experience in line with the essential and desirable skills/experience required for this role and why you are interested in applying for the post, on no more than 2 sides of A4, to [RecruitmentPoliceStaff@thamesvalley.pnn.police.uk](mailto:RecruitmentPoliceStaff@thamesvalley.pnn.police.uk) quoting reference **XXXX**.

The closing date for enquiries and receipt of completed applications is **XXXX 2021**.

Please note that at risk staff will be given priority before permanent staff.

# **EXTERNAL ADVERTS**

## **❖ INTERNAL/EXTERNAL – STANDARD WORDING**

As part of the Thames Valley Police family you will enjoy a fantastic range of benefits including 22-30 days annual leave per annum pro-rata for part time (plus Bank Holidays), flexible working conditions, a wide range of lifestyle discounts, career development opportunities and have the option to join a local government pension scheme. To view a full list of our benefits, please click the below link.

If you have any queries please contact People Services Recruitment Department at [RecruitmentPoliceStaff@thamesvalley.pnn.police.uk](mailto:RecruitmentPoliceStaff@thamesvalley.pnn.police.uk) quoting reference **XXXX**. We will endeavour to respond to your query as quickly as possible.

**Please use Google Chrome when completing your application, wherever possible, as this will enhance performance.**

The closing date for enquiries and receipt of completed applications is **Sunday XXXX 2021**.

### **i. Volunteers - For more information please follow SOPs > SOPS- People Services Advisor > Volunteers**

If you have any queries please contact People Services Recruitment Department at [RecruitmentPoliceStaff@thamesvalley.pnn.police.uk](mailto:RecruitmentPoliceStaff@thamesvalley.pnn.police.uk) quoting reference **XXXX**. Please note that we are working from home and will endeavour to respond to your query as quickly as possible.

**Please use Google Chrome when completing your application, wherever possible, as this will enhance performance.**

Please note this vacancy will be removed once sufficient candidates have been sourced.

As a volunteer within the police service, you will be subjected to a level of police vetting. The level will be dependent upon the role and it's access requirements. With the higher levels of vetting, applicants could be asked to provide details of family members, partner, partner's parents and co-residents, as well as additional information regarding their own personal circumstances. This process is required to ensure that Thames Valley Police comply with the legislation of the Vetting Code of Practice.

Whilst we endeavour to complete all vetting within 30 working days of receipt of vetting forms, unfortunately this is not always the case due to operational demand and back-logs, and could take considerably longer.

If you have any concerns or queries regarding your application please do not hesitate to get in touch.

### **ii. Force Crime Adverts – please also add the following wording:**

Along with all other posts in Force Crime, Intelligence and Specialist Operations Departments, this role will require an enhanced level of vetting.

Capability to travel across the Force is required in order to undertake assignments in a timely manner and work flexibly. Due to unsocial hours and personal safety for lone working public transport may not be suitable. For this reason a full driving licence is considered essential for this role. {ADDED ONLY IF SPECIFIED IN JD}

The successful applicant will be expected to undertake the established psychological screening process. {APPLICABLE ONLY TO DAIU, CAIU, PVP, MASH, FORENSIC, MAJOR CRIME OR ANY OTHER ROLES DEALING WITH POTENTIALLY DISTURBING CONTENT}

## **EXTERNAL ADVERTS CONTINUED**

### **iii. ICT Roles**

**Paragraph 1 - About TVP** – use document saved in BBLKDATA (\\fhqfile001) > WORD > Shared Services > ICT > Adverts > ICT - 1st paragraph - advert points.

Discover our department and what it's like to work for us from our [Information and Communication Technology - ICT page on the TVP Careers website](#).

### **Paragraph 2 - About the role, team, and technologies**

This role could be carried out remotely, with the occasional requirement for travel to Hampshire Constabulary and Thames Valley Police offices.

You will be able to demonstrate:

- **4 or 5 essentials**

**If you have not held residency in the UK for at least 12 months within the last 3 years, we will not be able to process an application from you.**

If you have any questions about the job please email Tracy Ryder on [Tracy.Ryder@thamesvalley.pnn.police.uk](mailto:Tracy.Ryder@thamesvalley.pnn.police.uk).

To apply please send your CV outlining your skills and experience in line with the job requirements to [RecruitmentStaffICT@thamesvalley.pnn.police.uk](mailto:RecruitmentStaffICT@thamesvalley.pnn.police.uk) quoting reference **XXX**. **Information received in the body of the email will not be submitted for review.**

If you have any queries please contact People Services Recruitment Department at [Recruitmentstaffict@thamesvalley.pnn.police.uk](mailto:Recruitmentstaffict@thamesvalley.pnn.police.uk) quoting the job reference number. We will endeavour to respond to your query as quickly as possible.

The closing date for enquiries and receipt of completed applications is **Sunday XXXX 2021**.

### **Remote working:**

This role could be carried out remotely, with the occasional requirement for travel to Hampshire Constabulary and Thames Valley Police offices.

### **No end date:**

We may not always wait until the job advert closes to review and progress applications so we suggest that you submit your CV as soon as possible to avoid disappointment.

**ICT recruitment video:** [https://www.youtube.com/watch?v=Pw\\_08FGxzwg](https://www.youtube.com/watch?v=Pw_08FGxzwg)

Click [here](#) to watch a video about the ICT Department and what it means to work with us.

**ICT optional wording:**

Cloud solutions, Automatic Number Plate recognition systems, Crown Prosecution e-files, virtual desktop infrastructure... gone are the days when IT was seen as a 'support function'. IT is a critical enabler supporting front line policing, crime investigation and linking with partners such as the criminal justice service. We have now combined the expertise from both Thames Valley Police and Hampshire Constabulary into a single department servicing both forces.

If you want a role with a genuine sense of purpose, a more interactive and engaging experience and a unique opportunity to shape our future technology - we believe you've found it.

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## Other wording

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Preventing and thoroughly investigating crime, supporting victims and bringing offenders to justice. This commitment can't be achieved by any one person alone; it relies upon a team of over 8,000 officers, police staff and volunteers, working in partnership with other agencies and the public. Exciting challenges lie ahead – new digital technologies and ways of working are transforming the way we protect our communities and bring people to justice. To ensure we deliver a high-quality service, we require the very best talent to be a part of TVP.

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When we ask our people why they love working for TVP you'll regularly get the answer "the people" or "my team". We are a great group of people with a common sense of purpose. As a Force we are established yet progressive in our approach, offering rewarding and exciting opportunities.

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### **iv. Dual Locations (do not confuse with 'Dual Roles')**

This role has been categorised as having a dual workplace and means there is more than one permanent base station. Individuals successful in applying for this role will need to familiarise themselves and adhere with Thames Valley Police's Dual/Multiple Workplace Policy on joining. For more information about dual workplaces please refer to HMRC - <https://www.gov.uk/government/publications/490-employee-travel-a-tax-and-nics-guide>

### **v. Previous applicants**

Previous applicants who applied within the last **xx** months need not apply as your application would have already been considered.

# **APPRENTICESHIPS**

Please ensure you always ask the below shortlisting criteria –

*Please state what particularly appeals to you about the role and why?*

**Department, Location**

**Job title**

**Band XX, starting at XXX rising to circa XXX per annum on successful completion of apprenticeship plus benefits**

**AT RISK/INTERNAL/EXTERNAL VACANCY**

**JOB REF: Req No (Your Initials)**

This is an exciting apprenticeship opportunity to join Thames Valley Police as a {JOB TITLE - **without the word apprentice**}. **Very brief description as to the purpose the role e.g. You will be working as part of the Joint ICT Department to provide support and advice to end users**

To develop you as an efficient and effective {JOB TITLE -**without the word apprentice**}, you will undertake the {NAME OF APPRENTICESHIP - **which will be on the commission form**}. You will receive structured off the job development, supported by workplace learning and mentoring.

As you develop your skills, your role will be to **describe key aspects of the role (normally the line managers have completed this section)**.

**The successful applicant will be aged 18 or over (remove if there is no minimum age on the commission form) and describe key attributes required from the “Characteristics of the role for Apprentices”**

The apprenticeship is aimed at those who are **not** experienced in the provision of **detail the field of work of the apprenticeship (e.g. Business Administration. Check with Rachel Shaw if any questions)** and/or have **not** achieved qualifications in this field.

# **HAMPSHIRE ADVERTS**

To advertise a role internally, externally or both on Hampshire's job board, e-mail the following details to [hc.vacancies@hants.gov.uk](mailto:hc.vacancies@hants.gov.uk) .

- the advert text and Oleeo link to the advert
- the job description
- and state whether it is to go internal or external or both

## **❖ HANTS JOB ADVERT - STANDARD WORDING**

You will need to complete an online application form to apply for this role. This form can be found at {INSERT JOB LINK}

If you have any queries please contact People Services Recruitment Department at [RecruitmentPoliceStaff@thamesvalley.pnn.police.uk](mailto:RecruitmentPoliceStaff@thamesvalley.pnn.police.uk) quoting reference **XXXX**. Please note that we are working from home and will endeavour to respond to your query as quickly as possible.

The closing date for enquiries and receipt of completed applications is **Sunday XXXX 2021**.

### **i. For candidates submitting a CV - ICT**

If you are interested in applying for this role, please send your CV outlining your skills and experience in line with the requirements for this role to [recruitmentstaffICT@thamesvalley.pnn.police.uk](mailto:recruitmentstaffICT@thamesvalley.pnn.police.uk) quoting reference **XXXX**.

If you have any queries please contact People Services Recruitment Department at [RecruitmentPoliceStaff@thamesvalley.pnn.police.uk](mailto:RecruitmentPoliceStaff@thamesvalley.pnn.police.uk) quoting reference **XXXX**. Please note that we are working from home and will endeavour to respond to your query as quickly as possible.

The closing date for enquiries and receipt of completed applications is **Sunday XXXX 2021**.

## **TRI FORCE ADVERTISING (SURREY & SUSSEX)**

Adverts should be sent to:

[hr.operations@sussex.pnn.police.uk](mailto:hr.operations@sussex.pnn.police.uk) and [resourcing@surrey.pnn.police.uk](mailto:resourcing@surrey.pnn.police.uk)

Notified by:

Layla Kirby  
Shared Business Services Administrator  
Shared Business Services (HR)  
Tel: 01273 404535 Ext. 544444

Please note to advertise roles in Surrey and Sussex I have been advised you must use this email address:

[WorkforceDevelopment@surrey.pnn.police.uk](mailto:WorkforceDevelopment@surrey.pnn.police.uk)

I believe we were using a resourcing one previously. Could you please let your teams know.

Thank you

Kind Regards,

Sophia

**Sophia McCleary**

Programme Office Manager | ESMCP | South Central & South East

### **Other contacts**

I can confirm the 'Equip Programme, ERP Finance Trainer role' is currently being advised on our Other Force Vacancies page. If you require any further information, please don't hesitate to contact us.

Laura Chaplin

HR Administrator

Shared Business Services (HR)

Tel: 01273 404535 Ext. 544444

Email: HR Operations

[HR.Operations@sussex.pnn.police.uk](mailto:HR.Operations@sussex.pnn.police.uk)

# **ADVERTISING ROLES**

- ❖ Roles may occasionally require paid advertising on specialised websites. To check whether any paid advertising has been previously sought for a role, please refer to the Purchase Order Spreadsheet.

This can be located at BBLKDATA (\\fhqfile001) > WORD > Shared Services > 1.Purchase Order Record Sheet.

## **i. Roles that require skills of Retired Officers**

These include: investigators, drugs expert, Public Protection Officers, any newly civilianised posts.

### **NARPO Oxon Branch.**

This is free advertising locally but it can be placed nationally through Penna for a charge.

Contact: Sheree Beckingham (NARPO TVP Oxon Branch Secretary) Tel. 07999 435594  
[tvpoxon.narpo@live.co.uk](mailto:tvpoxon.narpo@live.co.uk)