

Date: 10th December 2024
Our ref: FOI/24/013609/M

FREEDOM OF INFORMATION REQUEST REFERENCE NO: FOI/24/013609/M

I write in connection with your request for information dated 07/11/2024, received by Greater Manchester Police (GMP) for the following information:

Request for information in relation to Role Profiles being used by Police Forces.

This request is sent for the attention/response from HR / People Services or equivalent leads.

- 1. How many Police Officers do you currently employ?***
- 2. How many Police Staff do you currently employ?***
- 3. How many role profiles do you currently utilise for Police Officer posts?***
- 4. How many role profiles do you currently utilise for Police Staff posts?***
- 5. Do you have a standard process for creating, managing, decommissioning Role Profiles, if so, please can you share this with us?***
- 6. Who manages Police Staff Role Profiles within your Force?***
- 7. Who manages Police Officer Role Profiles within your Force?***
- 8. Do you have any documentation you can share regarding the process for Police Staff and Police Officers?***
- 9. Do you utilise job families and/or generic profile templates? If so, please can you share a blank/generic template or a job family tree/description?***
- 10. Do you align any of your profiles to national guidance, such as the Competency and Values Framework, or Professional Profiles/Job families designed by the College of Policing? If so, which?***
- 11. Do you use any software to manage/generate/decommission/disseminate role profiles? Please name this software.***
- 12. Have you been through a process of merging role profiles for Officers/Staff? If so, can you provide an overview of how you achieved this?***
- 13. Do you use role profiles for Police Officer promotion processes? If so, can you provide an overview of how you use the profiles for this purpose.***

- 14. For Police Officer roles, do you decide on the rank of the role, then create a role profile, or do you create a profile based on the needs and then assess against rank structures?**
- 15. Have you ever changed role profiles from being warranted to non-warranted roles. If yes, what considerations do you apply and what was the process to doing this?**
- 16. Do you use any tools for assessing whether a role should be a Police Officer/Staff role? If so, can you describe or share this tool?**
- 17. When did you last review / audit your role profiles?**
- 18. What are your business requirements for role profiles, relating to recruitment, promotion and job evaluation processes?**
- 19. In relation to Q17, how successfully does the existing process meet your business requirements relating to recruitment, promotion and job evaluation (e.g. not at all, partially, or fully met)?**

Result of Searches

Following receipt of your request searches were conducted within Greater Manchester Police (GMP) to locate the requested information and I can confirm the information requested is held by GMP.

Question 1 – 7,911

Question 2 – 4,506 excluding PCSO's

Question 3 – There are currently 430 Police Officer Job Descriptions published as of 12th November 2024.

Question 4 – There are currently 802 Police Staff Job Descriptions published as of 12th November 2024.

Question 5 – Within GMP we refer to Job Descriptions (not Role Profiles). We have internal guidance to assist management teams when they need to create a new JD or amend an existing one. In terms of 'decommissioning Role Profiles' the JD would be archived once the role is no longer applicable.

Question 6 – Job Description library is managed by GMP's Performance and Resource Management Team.

Question 7 – Same as question 6.

Question 8 – This is covered by the Job Description.

Question 9 – GMP do not currently utilise job families.

Question 10 – CVF are included on page 1 of JD.

Question 11 – No.

Question 12 – No.

Question 13 – Promotion questions are designed around the CV framework.

Question 14 – Combination of both.

Question 15 – If a role is suitable for a member of staff and releases an officer to do a warranted role it would be considered. The consideration would be captured in the new JD for the staff member.

Question 16 – Not currently.

Question 17 – JDs are reviewed/audited when part of a forcewide change programme/project.

Question 18 – JDs contain a person specification which outlines the criteria that must be evidenced on application (so for recruitment purposes). Our Police Staff JDs follow a set template, which assists in the job evaluation process. The generic rank profiles are used for the promotion process for each rank.

Question 19 – Invalid question under the FOIA. We can only provide data held and not opinions.

GREATER MANCHESTER POLICE **JOB DESCRIPTION**

POST TITLE:	
DIVISION/DEPARTMENT:	
RESPONSIBLE TO:	
RESPONSIBLE FOR:	
AIM OF JOB:	
TENURE OF POST:	See Tenures
HMIC CATEGORY:	As per role

MAIN DUTIES AND RESPONSIBILITIES

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General

- To promote and comply with GMP's policies on health and safety both in the delivery of services and the treatment of others.
- Comply with and promote equality legislation and GMP's policies on diversity and equality. Take steps to eliminate unlawful discrimination, advance equality of opportunity and foster good relations.
- To fully participate in GMP's development review process.
- If you have responsibility for staff; to manage staff development, performance and attendance using appropriate GMP policy and procedure.
- To comply with the requirements of GMP's policies on Drug and Alcohol testing – requirements in respect of specific posts/ roles are described in the policies which are available on the Intranet/SharePoint.
- All staff and officers must adhere to and comply with Data Protection, Freedom of Information and Human Rights legislation and the Authorised Professional Practice (Information Management). It is the responsibility of all staff and officers to maintain data quality and security. Therefore when inputting, updating and using GMP information, you are to ensure that it is Accurate, Adequate, Relevant and Timely (AART), and that it is used / disclosed for business purposes only and kept secure. The most current guidance and advice in respect of compliance with the legislation and information / records management standards can be found on the Information Management Intranet site/Information Services SharePoint site.

- Supervisors and managers have the additional responsibility of ensuring that staff undertake the appropriate training and fully understand and apply the required Force policy, procedures and information / records management standards in the course of their duties. Supervisors and managers should ensure that staff / officers understand their responsibilities in maintaining data quality and security and have appropriate processes in place to monitor compliance.

Senior Leaders only - insert as appropriate

Supts, Chief Inspector, Inspector, Assistant/Deputy Branch Heads

- To promote and comply with Business Continuity Management as it affects GMP in relation to planning and service delivery in compliance with the Civil Contingencies Act.

Branch Heads and Chief Superintendents

- To have overall responsibility within the Division/Branch for Business Continuity Management as it affects GMP in relation to planning and service delivery in compliance with the Civil Contingencies Act.
- To have overall responsibility within the Division/Branch for GMP standards of Data Quality as it affects GMP service delivery in compliance with Data Protection, Freedom of Information and Human Rights legislation and the Authorised Professional Practice (Information Management).

Command

- To have overall responsibility within the Division/Branch for Business Continuity Management as it affects GMP in relation to planning and service delivery in compliance with the Civil Contingencies Act.
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[INTERNAL NOTE: Cross check with standard wording document.]

NOTES

This job description records the principal responsibilities of the job at the date shown. The job description will be updated from time to time in conjunction with the post holders to reflect changes.

Officers' applications for this post will only be considered if they have provided a DNA sample for the elimination database.

Please note that we will consider making reasonable adjustments to the above, in line with the Equality Act.

The most up to date version of various GMP policies and pieces of legislation can be found on the Intranet/ SharePoint. Further support and guidance can be sought from the HR Advisory Service or the Information Compliance and Records Management Unit. The most up to date telephone numbers are available on the GMP Intranet.

PERSON SPECIFICATION
(Post Title)
(Division/Branch/Department)

Short-Listing Criteria	Essential/ Desirable (E/D)	Assessment of Criteria (how the shortlisting criteria will be assessed)
<u>Qualifications/Education</u>		
<u>Experience</u>		
<u>Knowledge</u>		
<u>Skills/Abilities</u>		
<u>Other</u> Has achieved a good attendance record. Full driving license is required - vehicle owner, willing to use own vehicle		

Key

AF(E)	Eligibility (this will be checked by the recruitment team)
AF	Application Form
C	Certificate
T	Test
I	Interview

Please note:

- Candidates who do not demonstrate on the application form, criteria assessed at eligibility stage (E), may not be considered for short-listing.

- Candidates who do not demonstrate on the application form, criteria identified as essential and being assessed at application form (AF), may not be shortlisted.
- All essential criteria above will also be discussed in GMP's - development review process.
- The desirable criteria marked with an asterisk will be desirable at selection stage but will become essential once in post and will be discussed in the development review process.
- A good attendance record will be assessed in accordance with current guidelines. For recruitment purposes this can only legally occur following a provisional offer, at which stage the offer can be rescinded. Consideration will be given to Disability related absence/maternity related absence in line with current guidelines.

Insert the following statements within JD as appropriate. *(Note: This is specific to Police Officer roles where HMIC Category is Operational).*

Constables

Insert under Operational Duties

- Comply with the National Crime Recording Standard and minimum investigative requirements.

Insert under Specialist Knowledge, skills and abilities as desirable

- Practical knowledge of the Home Office Counting Rules for Recorded Crime and the National Crime Recording Standard.

Sergeants and above

Under managing staff

- Ensure compliance of staff with the Home Office counting rules for Recorded Crime, the National Crime Recording Standard and minimum investigative requirements.

Under Specialist Knowledge, skills and abilities as essential

- Practical knowledge of the Home Office Counting Rules for Recorded Crime and the National Crime Recording Standard.

GREATER MANCHESTER POLICE

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RESPONSIBLE FOR:	
AIM OF JOB:	

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- To carry out such other duties which are consistent with the nature, responsibilities and grading of the post.

Only relevant to Senior Posts (include as appropriate)

Supts, Chief Inspector, Inspector, Assistant/Deputy Branch Heads and Grades K to Q

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LEADERSHIP EXPECTATIONS

The Leadership Expectations is a framework, which describes the attributes, behaviours, and outcomes that are demonstrated by successful leaders across GMP. They also describe what all our staff and officers need to deliver in order to achieve the Force's vision of, 'Protecting society and keeping people safe'.

The Leadership Expectations will be embedded in leadership training, recruitment and selection, police officer promotion, development programmes and performance reviews.

Our Leadership Expectations are:

Inspiring Others

Listening to, involving and motivating others to take action and behave with courage and integrity

Enabling Change and Improvement

Taking responsibility to solve problems, implement change and make improvements to our services

Developing Yourself and Others

Developing yourself and others to succeed and increase their contribution to GMP

Responsibility for/to the Team

Setting a clear direction and promoting teamwork to achieve high standards of professionalism and performance in all situations however challenging

Working in Partnership

Working as one GMP team and with external partners to achieve results that benefit GMP and our communities

Demonstrating Respect and Compassion

Treating all our people, partners and communities with respect and compassion

Service Delivery

Delivering excellent policing services to the people of Greater Manchester

Leaders have been identified at four levels:

- Peer
- First
- Middle
- Senior

The Insert title has been identified as: **A Peer/First Line/Middle/Senior Leader.** **Delete as appropriate**

Please Note: As well as assessing candidates against criteria outlined in the Person Specification, the selection process will also include candidate assessment of the leadership expectations.

For more information on our leadership expectations please visit our website:

www.gmp-recruitment.co.uk

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