



Job description

TITLE:	Aspiring Professional
REPORTS TO:	Equalities Delivery Manager
CONTRACT TYPE:	Fixed-term contract. 4 weeks from 4 – 29 July 2022. All Aspiring Professionals must be available to start on 4 July 2022.
LOCATION:	All locations – England and Wales. Any IOPC office (Canary Wharf, Croydon, Birmingham, Sale, Cardiff & Wakefield)
SALARY:	£18,278 (per annum pro rata) - £1,406 over four weeks
	OR
	£21,260.20 (per annum pro rata) - £1,635.40 over four weeks if based in Canary Wharf or Croydon

JOB PURPOSE

The IOPC Aspiring Professionals Programme is offered as a development opportunity for passionate individuals interested in working in the public sector. Successful candidates will be offered the chance to work on equality focused projects, develop workplace skills and gain professional experience.

The IOPC is on a journey to develop its culture and perspectives to be more inclusive and represent the communities we serve. This is your opportunity to join the organisation to develop your mindset and approaches and become a visionary leader. Help us contribute to improving the police complaints system in England and Wales.

The IOPC is an organisation steeped in history, influenced by significant events such as the racist murder of Stephen Lawrence and the subsequent Sir William Macpherson report which saw our creation. We oversee the police complaints system in England and Wales, setting the standards by which the police should handle complaints and to oversee equity in policing. As a completely independent organisation, we seek to uphold the rights of the public and investigate the most [serious matters](#), including deaths following police contact, to promote learning and influence change in policing.

This could be the start of your career within the IOPC and into public service, with many development and promotion opportunities to allow you to flourish in a supportive environment. The IOPC is a public service and aims to ensure that everyone receives an equal service. To make this a reality we need innovative and socially aware people to join us.

The Aspiring Professionals Programme is a four-week work placement. Although it will not offer permanent employment at the end of the programme, it will provide each Aspiring Professional with direct experience of working within a high-profile public sector body, interacting with staff at all levels and across multiple teams. The four-week programme will offer work-skill training sessions, a dedicated team project and coaching support. All activities will contribute to career development, inclusive work practices and transferable skills that will equip you to be successful in a variety of professional sectors.

The programme will be delivered in line with the IOPC's hybrid working model. That means you will spend some of your time on site in one of our offices and some of your time working at home. All successful applicants will be provided with the ICT equipment needed and the IOPC will cover travel costs if you are required to travel to an office different to your office base for the programme.

As an IOPC employee, we will be able to offer you flexible working patterns in line with our hybrid working model. In addition, you will have access to our staff networks, which are run by staff, for staff, and work towards ensuring an inclusive workplace for all.

All successful applicants will be subject to security checks. However, an existing criminal record will not necessarily prevent participation on the programme.

IOPC Aspiring Professionals will report to our Equalities Delivery Manager and will be expected to meet our standards of equality, diversity and inclusion. While no prior experience will be needed for the role, we will be looking for individuals who represent the below IOPC values.



Seeking truth / Chwilio am wirionedd

We feel privileged to be the custodians of the police complaints system. We value the trust of the public and police and commit to being just and fair in uncovering the truth. We recognise that a just outcome relies on being unbiased and transparent in getting to the truth of what happened.



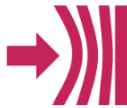
Being inclusive / Bod yn gynhwysol

We have an inclusive culture. We are fair and impartial in our treatment of all individuals. We work across boundaries, both internal and external, collaborating and building strong relationships.



Empowering people / Galluogi pobl

We believe everyone should be a leader and play a part in shaping the direction of the organisation. We provide a supportive and challenging environment where people can thrive and reach their potential. We trust our people to do the right things. We encourage calculated risk taking and evidence-based decision making. Where genuine mistakes are made, we will support people and identify opportunities for learning and improvement. We ensure that people can make complaints without experiencing unfair treatment.



Being tenacious / Bod yn afaelgar

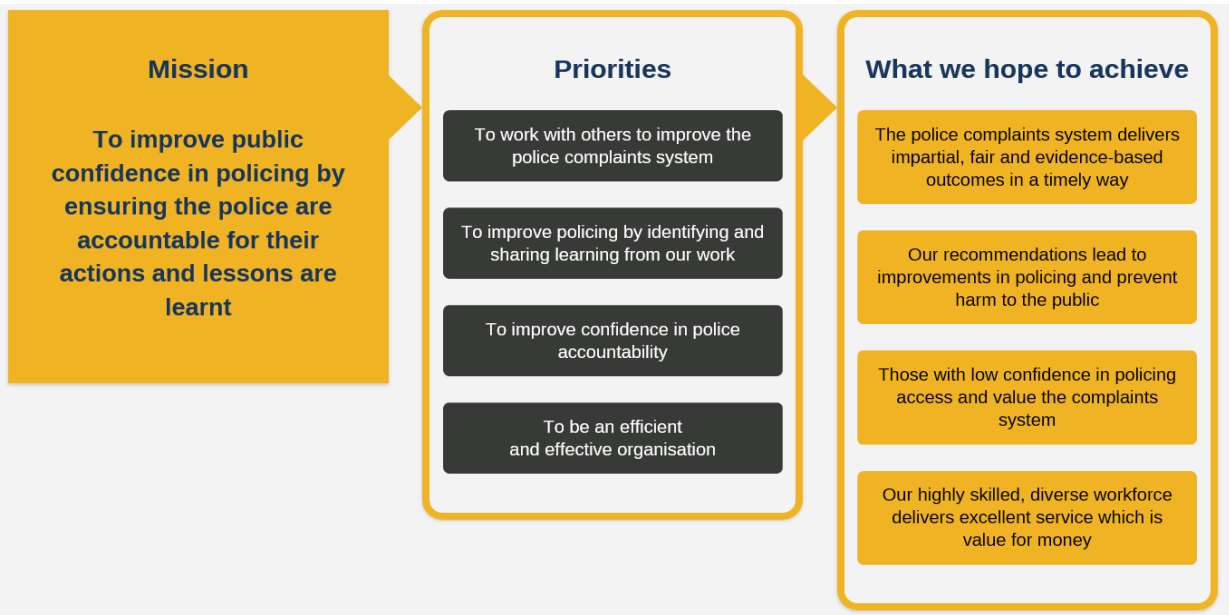
Our work requires us to be bold, resilient and committed to making a difference to the public. We take our duties as public servants to heart and our dedication is reflected in our work. We meet challenges with perseverance to attain individual and organisational goals.



Making a difference / Gwneud gwahaniaeth

The value of our work is not defined solely by volume, but by the impact our work has on policing and public confidence. We define quality by how well our work meets the service user needs. We will focus our efforts on areas that will make a difference to our communities.

ORGANISATIONAL CONTEXT



ROLE DESCRIPTION

CORE DUTIES

- Attend the IOPC Aspiring Professional induction
- Attend weekly work-skills based workshops and sessions
- Contribute to the completion of an allocated group project

PERSON SPECIFICATION

Essential

- An interest in pursuing a career in the public sector and furthering societal development
- Able to work as part of a team
- Be able to work with people from backgrounds different to your own
- Demonstrate IOPC values
- Good communication skills
- Computer literacy including working knowledge of Word and Outlook

Desirable

- Grade C or above in GCSE English or equivalent
- Organisational skills
- Innovative and creative

THINGS TO CONSIDER BEFORE APPLYING

To take part in the IOPC Aspiring Professional Programme you should ideally be able to:

- Work full time; Monday – Friday
- Work 37 hours each week
- Work during core Aspiring Professional hours; 10am – 3pm each day
- Be available between 4 July 2022 – 29 July 2022
- You must be aged 18 or over by 4 July 2022

We do not want any of the above requirements to prevent passionate and talented people from applying for a position on the programme. If you feel that you may not be able to meet any of the above requirements, please contact us at campaigns@policeconduct.gov.uk and we can discuss your specific requirements.

If you would like any further guidance or support on our recruitment processes, or would like to speak to an IOPC colleague about the work that we do, please also contact us at the above email address.

The diversity of our staff is one of our key strengths. We welcome applications regardless of age, gender identity, disability, race, sexual orientation, socio-economic status, sex, marital or civil partnership status, parental status, religion or belief.

We're building a culture where difference is valued. Be a part of it.

Selection process

This vacancy is using [Success Profiles](#). As part of the application process you will be asked to complete four sift stage questions based on the essential criteria.

We'll assess you against these elements during the selection process (level 1 behaviours):

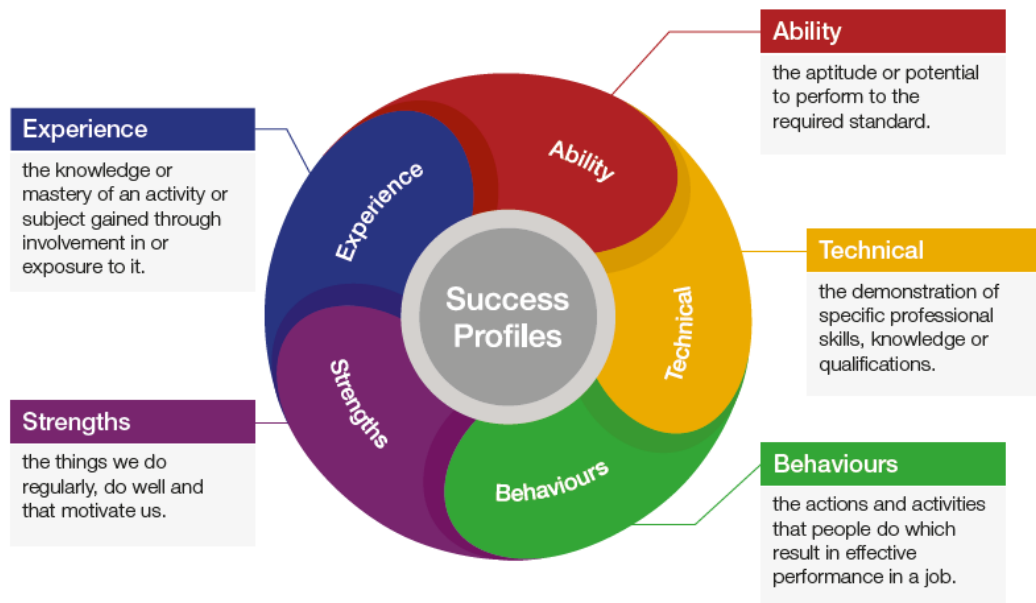
- Behaviour – Communicating and Influencing
- Behaviour – Working Together
- Behaviour – Seeing the Big Picture
- Behaviour – Developing Self and Others
- Values – Being Inclusive / Empowering People
- Technical
- Strengths

What is Success Profiles?

Success Profiles moves us to a tailored way of assessing, dependent on the requirements of the job. For each role we advertise, we consider what you will need to demonstrate in order to be successful. This gives us the best possible chance of finding the right person for the job, drives up performance and improves diversity and inclusivity so that we can truly reflect the communities that we serve. Within this process, mindset is the overarching principle that we will assess.

Not all of the elements are relevant to every role and will vary depending on the level and type of role. You should ensure you read the job description carefully to see what elements are required for the specific job you are applying for. There are separate guides to each of the elements, which will give you more information about what and how you can demonstrate specific requirements.

What are the elements of the Success Profile?



How the elements are assessed

You could be assessed in a number of different ways, depending on the type of role and level you are applying for. Using a range of assessment methods helps us to more accurately match people to the essential requirements of the job. For example, you may be asked to complete an application form; provide a CV and supporting statement; attend an assessment centre; or complete an online test. Often a combination of these approaches will be used and more than one element may be tested within the same assessment method.

Details of which elements will be assessed and how we will assess you against these are included in the job description.

Reasonable adjustments

The IOPC is a diverse and inclusive workplace and we want to help you demonstrate your full potential whatever type of assessment is used. The IOPC will support you in your journey with us and should you have any additional requirements such as extra time to formatting changes, then please share with us as soon as possible so that we can discuss reasonable adjustments. If you require any reasonable adjustments to our recruitment process please contact campaigns@policeconduct.gov.uk

For further information visit [What reasonable adjustments are: Reasonable adjustments - Acas](#)

Preparation checklist

Review the full job description

Review the behaviours and the descriptors for each behaviour

Review the Strengths dictionary

Review the IOPC values

Consider your Strengths (if applicable)

Consider drafting example answers that cover the specific elements

Prepare some questions to ask the interviewers

