

Applicant Information Pack



Mo tātou

About us

Our mission is to prevent crime and harm through exceptional policing.
Our vision is to be the safest country. Our purpose is to ensure everybody can be safe and feel safe.

New Zealand Police is the lead agency responsible for preventing crime and enhancing community safety. It works in partnership with individuals, communities, businesses, and other public sector agencies towards the vision of making New Zealand the safest country. Police is the government's largest frontline response agency with around 15,000 staff in large and small communities all over New Zealand and in liaison and policing development roles overseas.

Being part of the Police whānau is about being our best to ensure our communities are safe and feel safe. *Our Core Competencies* provide a shared understanding of the behaviours, leadership and technical competence required for success at each level of Police. Whilst we are looking for skills, knowledge and experience relevant to the role, we also place high importance on your state of mind, the alignment of your values with ours, your ability to contribute to and build high performing teams, and the way that you lead yourself or others.



Our Core Competencies

We will ask you questions based on “How we will deliver Our Business – Core Competencies” and the appropriate role level, i.e. Individual Contributor.

For more information on our *Core Competencies*, please copy and paste this URL:

<https://www.police.govt.nz/sites/default/files/publications/core-competencies-how-we-will-deliver-our-business.pdf>

These questions will be unique and specific to the role, focusing on the aspects the hiring manager believes are most important for that position at the time.

For more information on *Our Values*, please copy and paste this URL:

<https://www.police.govt.nz/sites/default/files/publications/our-values.pdf>



Whakaritenga motuhake

Special requirements

ROLES

*At Sergeant / Senior Sergeant / Inspector level
(Both Police Employee and Office of Constable):*

Current CPK at the rank of the vacancy you are applying for, and either:

- ▶ undertake to engage in a leadership programme at the advertised level, at a future date, or
- ▶ have qualified under CEP or a previous Career Progression Framework at the rank of the vacancy you are applying for.

For Police Employees this is not a requirement to apply, however, you are willing to undertake to engage in a leadership programme at the advertised level, at a future date.

Hard to fill roles:

NOTE: As discussed, should a District Commander ask that we look at candidates who do not yet met the outlined Constab requirements, a business reason as to 'why' must be included. I.e:

- ▶ Due to the 'Hard to Fill' nature of this role, it is desirable but not essential that applicants hold their current [role level rank ie. Sergeant] CPK, and either;
 - a) undertake to engage in a leadership programme at the advertised level, at a future date, or
 - b) have qualified under CEP or a previous Career Progression Framework at the rank of the vacancy you are applying for.



Wā Mahi Ngāwari

Working Flexibly

Your wellbeing inside and outside of work is important to us. We're open to discussing flexible working options that work for both you and the business.

For more information on the above, please copy and paste this URL:

<https://tenone.police.govt.nz/page/support-service-resources/employee-essentials/ee-feo>



Walkthrough of our Recruitment Process

Application

The online application form will include the following questions:

- ▶ Tell us why you're interested in this position?
This is your opportunity to talk about your passion and interest in the role, what has motivated you to apply.
- ▶ Tell us about your career, please give us a snapshot of your most relevant work experience (for this position) and key achievements. *Talk about your most relevant work experience, to outline your ability to perform, or your potential to perform in this role.*
- ▶ Now that you're familiar with the job advertisement and position description, describe the technical, behavioural and leadership capabilities you have that make you a good match for this role. *This is where you write about your relevant work history and show the previous roles which have prepared you for the role you're now applying for.*

Screening

Some of the more common tools the Talent Pathway Team use include:

▶ **Phone Conversation**

This may be used to cover off in more detail things like your motivation for the role, any aspects the hiring manager feels very strongly about, qualifications or specialist skill sets, or sometimes just hygiene questions that relate to the recruitment process such as work rights, vetting (for contractors applying for permanent positions) or questions around integrity and any history that may arise through other organisational checks.

▶ **Video Questions**

This is an opportunity for you to showcase your communication skills, personality and passion for the role. Video questions are designed to enable the Talent Pathway Team to look more closely at your ability to meet key requirements for the role, in person as opposed to written form. While applicants often expect to be able to prepare for aspects of the recruitment process, preparation in this instance negates the purpose. Video questions are designed to produce impromptu answers and gain authentic insight into applicant's knowledge, communication and personality.

If it's required, you will be asked to participate in video questions via an email, inviting you to follow a link. Once you have signed in, you will be presented with questions by different members of Police. You will get a set amount of time to think about your answer (usually about 30 seconds) and then you will be given a set amount of time to reply. Your answers will be presented back to the Talent Pathway Team Advisor and may also be shared with the hiring manager and panel members.

Interview

If your application is shortlisted, you will be invited to attend an interview.

Here's what you can expect:

- ▶ It will be a structured interview – this means a set of primary questions will be determined by the hiring manager and each applicant will be asked the same questions.
- ▶ Interview questions are derived from our *Core Competencies* “How we will deliver Our Business” (see page 2). They will be unique and specific to the role and focus on the aspects the hiring manager believes are most important for that position at the time.

Before an interview

- ▶ The best way to prepare for an interview is to spend time considering the individual technical, behavioural and leadership capabilities outlined in the job advertisement and position description and to reflect on when you have demonstrated these skills and abilities. You're welcome to take notes to your interview, however it's not recommended

that you write out lengthy examples in STAR format for everything listed in the job ad or position description. The interview questions may have a slightly different direction to what you anticipated.

At an interview

- ▶ Hiring managers are encouraged to make the interview relaxed and informal. Information and coaching is provided to the panel around providing an environment that encourages you to be your best. A panel interview should be friendly, supportive and enable you to feel confident talking to the panel.

After an interview

- ▶ The selection decision will be based on each applicant's whole application. This means applicants are not assessed on their performance at interview alone.
- ▶ The preferred applicant is determined from everything they have submitted throughout the course of the recruitment process.



Pre-Employment Checks

The preferred applicant will undergo some checks in order to proceed to the offer stage. There are a number of checks that may apply. Referee checks and vetting are applied to every preferred applicant regardless of the role or level, but other types of checks are more situational:

▶ **Referees – mandatory**

You will receive an email asking you to provide two referee contact details from our trusted online referencing partner Xref.

Your nominated referees will be contacted by email and their completed questions will be returned to the Talent Pathway Team. For more information on Xref and the process, please read the Candidate Preparation document (*Xref Candidate Preparation (PDF) 43.67 KB*)

The results of your referee checks will determine if you progress to the next stage. In the event of any adverse checks, the Talent Pathway Advisor will usually contact the referee for more information before making a final decision.

▶ **Vetting – mandatory**

External applicants will need to complete a vetting check. Police employees are required to have the currency of their vetting checked. This is especially relevant for roles that involve vulnerable children. Often VCA – Core/ Non-core will be checked before applicants can proceed.

▶ **Professional Conduct – mandatory**

A Professional Conduct Check is required for all current and former members of Police.

▶ **Drug and alcohol testing (External only)**

Staff wellbeing and public safety are the focus of the Police Drug and Alcohol Policy, which includes drug and alcohol testing across the organisation, with an emphasis on the health of our staff. All successful external applicants joining New Zealand Police are required to undergo pre-employment drug and alcohol testing. It will take the form of a breath test for alcohol and a urine screening test for drugs. Police will pay for initial testing, but in the event of a non-negative result and the applicant still wishes to proceed with their application, they will be responsible for any costs associated with further laboratory testing. A non-negative or confirmed positive result, or refusal to consent to testing, will result in the application not continuing. All information will be handled sensitively and limited to only those who need to know for the purposes of testing and application.

Offer Letter

After the relevant checks are successfully completed a letter of offer is emailed to the successful applicant. It's important to read this letter carefully and make sure the details of the offer are understood. Follow the instructions within the letter to confirm your acceptance of the offer.

Seven Day Review Period

The seven-day review period begins once your offer letter acceptance has been processed. This is also referred to as the seven-day promulgation period. The recruitment process has been designed to be fair, transparent, minimise bias and prevent the misapplication of the process. (Internal staff please refer to Ten One for more information around the review process).