

# Career Progression and Development Opportunities for Police Staff



As police staff, you play a key role in our Forces and we simply wouldn't be able to deliver an outstanding service to victims, witnesses and our communities without you. Thank you for everything you do.

Our commitment to our people goes beyond providing jobs; we want to foster long-lasting careers and nurture you with support, opportunities and a truly inclusive work environment. We actively support the professional development and career progression of all police staff, whatever your career aspirations are - whether that's becoming an expert in your current role, a local champion and role model to others, developing specialist or new skills, moving to a new job or perhaps achieving a promotion - we want to help you achieve your full potential.

We are fully committed to ensuring that you receive the most up-to-date support and development opportunities and have the right tools to develop your career. A significant part of that development comes in the form of Continued Professional Development (CPD) enabling you, in collaboration with the organisation, to maintain, develop and gain recognition for existing and new professional skills, knowledge and competence. CPD should form part of your regular Focus conversations - during your discussions with your line manager, talk about what and how you would like to develop whether that is individual to you, your role, force specific or even something in line with policing nationally.

Police staff career progression opportunities may differ in some respects to what is on offer for police officer colleagues but there are opportunities available to help you progress - whether that is in your current role, through a lateral move or on promotion.

Over the page is an outline of the support and resources available to help you reach your career goals – this is broken down into:

- **Experiential** - things you can do 'on the job' to develop your experience, knowledge and skills
- **Social** – things you can do with the support of others
- **Formal training** – structured learning that takes place within a planned setting



## But first, don't forget to have regular Focus conversations!

Focus underpins and supports career development. No matter where you are or where you want to be in your career, it's so important that you make time for regular Focus conversations. These should ideally take place monthly but, if that's not possible, the minimum expectation is that you must have a Focus conversation at least 3 times per year.

Please speak to your line manager about setting up regular Focus conversations if you don't already have them planned in your diary.

## Experiential

- **Ride-Alongs** - if you work in a non-operational role or would like exposure to a different force area you can ask to spend a shift with one of our local divisional teams. This is a brilliant way to experience what it's like to be on the front-line of policing.
- **Work Shadowing** – if you're looking to move to a new role and/or different team in the near future, or if you think spending time with another team would help you improve how you do your current job, you can ask about the possibility of spending a day or a few hours observing and working alongside them.
- **Attachments** – similar to work shadowing, attachments give you exposure to working in a different team but for a longer period of time e.g. a week or month. They are usually associated with a particular requirement to gain experience in another area as part of your current role.
- **Secondments** – this is a temporary move to a different role that lasts for a fixed period of time (typically between 6 months and 2 years) involving a variation to your contract of employment. Secondments are usually advertised and involve some form of competitive selection process. They can be internal within Surrey Police or Sussex Police or with an external partner e.g. the College of Policing or the NPCC (National Police Chiefs' Council).



## Social

- **Mentoring** – a mentor is not a coach or a trainer but a person trained to discuss and support you to plan your career development. The Surrey Police and Sussex Police Mentoring Scheme is open to all officers and staff at any grade or rank. The Scheme provides an opportunity to receive one to one developmental support from trained and approved mentors.
- **Coaching** – coaching mainly focuses on the performance and development of an individual. It is generally a non-directive form of development and is more of a short to medium term intervention. It is about drawing the solution out of the individual by asking questions, challenging and encouraging the coachee to consider what is possible. Topics can include how to create a better work/life balance, improving working relationships or enhancing your leadership skills. If you would like to be coached, please email [stephanie.edwards@sussex.police.uk](mailto:stephanie.edwards@sussex.police.uk). Coaches are allocated on a first come, first served basis.
- **Getting the most out of your Focus conversations** – Focus is our forces approach to performance management/PDR. It gives you the flexibility, opportunity and space to discuss the things that are most relevant to you at the time of each conversation, including career development.

Why not use your next Focus conversation to discuss with your line manager what you see as your next career step or what you would like to achieve in your current role. You can talk about your longer term career aspirations, discuss how you can make that happen and identify what support, development, experience and/or training you need to get there. Career conversation guidance can be used by line managers to support the career development of your teams, whether that is supporting lateral development or promotion.

- **Staff Networks** – Surrey Police and Sussex Police have a number of staff support groups relevant to protected characteristics. The role of the networks is to fully represent the views and needs of their members. Amongst many other activities, they also provide specialist support, advice and guidance services to police officers and police staff and promote equality of opportunity and good relations between the organisation and people who identify with a protected characteristic.



## Formal Training

- **First Line Leaders Development Programme** – aimed at supporting and developing sergeants and police staff first line leaders (approximately grades E-F in Surrey and grade 9 in Sussex). The First Line Leaders Development Programme catalogue outlines the different modules available.
- **Second Line Leaders Development Programme** – promotes continued professional development for police staff second line leaders (approximately grades G-H in Surrey and 10-11 in Sussex) and inspectors to succeed in their role and builds upon the first line leaders training. The Second Line Leaders Development Programme catalogue outlines the different modules available.
- **Police Leadership Programme – Stage 4 (Senior Leaders)** – run by the College of Policing, this is a development programme for chief inspectors, superintendents, chief superintendents and police staff working at this level (Bands 1 and 2 in Surrey and grades M1-M4 in Sussex). It aims to build self-awareness of your natural leadership strengths and areas for development, and to identify strategies to balance your leadership skillset and fulfil your potential. Please note that budgetary approval is required from your division/department and L&PD prior to registering for this programme.
- **Police Leadership Programme – Stage 5 (Executive Leaders)** – policing's most senior leadership development course run by the College of Policing. It is designed to equip our future chief officers (police officers and police staff) to lead policing operations and organisations locally, regionally and nationally.
- **Virtual First Line and Senior Leaders CPD Events** – sessions are delivered monthly for senior leaders and quarterly for first line leaders. Topics are delivered under three main areas – inclusion, leadership and operational policing.
- **PALS\*** - a 12-month leadership programme with the overall aim of boosting the diversity of our senior leadership and improving the confidence, knowledge and insights of our Black, Black heritage, Asian and Minority Ethnic staff with a view to enhancing their ability to make an impact, influence within the organisation and take control of their own careers. Participants also have the opportunity to work towards a CMI Level 4 qualification in Leadership and Management.

\*Further information on these programmes including details on how to apply will be provided via force-wide communications when they open for applications.



- **HeForShe Development Programme\*** – a programme developed to support women (police/detective constables and police staff working at this level) to gain confidence to apply for promotion.
- **Aspire Leadership Development Programme** – run by the College of Policing, this programme provides knowledge, tools, confidence and skills for senior leaders who identify as being from a group currently under-represented in the police service.
- **Inspire Programme\*** – a programme developed by the College of Policing for officers, staff and volunteers with protected characteristics who have between 3-5 years' service. It aims to provide knowledge, skills, confidence and tools to develop self-awareness, self-confidence, challenge accepted norms, support professional and personal growth and encourage retention and progression.
- **Professional Training/Qualifications** – we are committed to, wherever possible, supporting you to achieve the appropriate level of training, qualifications, and relevant professional development to meet the requirements of your current role. Any requirements should be set out in your job description but, if you're not sure if this is applicable to you and your role, please speak to your line manager.
- **College of Policing Bursary Scheme\*** – funding to support higher education study. The College bursary offers a maximum of £4,000 towards two years of course fees at higher education level – for example, studying for a BSc/BA, Masters degree or PhD.
- **Local Talent Programmes** – a number of divisions and departments offer local talent programmes and/or activities. Please speak to your line manager who will be able to advise and guide you or seek further information.

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