

NOT PROTECTIVELY MARKED
SOUTH YORKSHIRE POLICE PERSON SPECIFICATION

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| DEPT/DISTRICT: PSD | POST TITLE: Review, Retain POST NO: or Disposal Clerk |
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|-----------------|--------------------------------|
| GRADE: B | LOCATION: Churchill Way |
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Key:

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|-----------|-------------------------------------|
| AF | Application Form |
| R | References |
| OT | Occupational Testing |
| I | Interview |
| CQ | Certificate of Qualification |

*** In the event of a large number of applicants who meet the essential criteria, desirable criteria will be used as a further shortlisting tool.**

Disabled applicants who meet the essential shortlisting criteria will be guaranteed an interview.

| <u>CRITERIA</u> | <u>ESSENTIAL</u> | <u>DESIRABLE</u> | <u>HOW IDENTIFIED</u> | <u>SHORT LISTING CRITERIA</u> |
|---|-------------------------|-------------------------|------------------------------|--------------------------------------|
| SPECIALIST KNOWLEDGE REQUIRED FOR THE ROLE (LIST ALL ASPECTS AND DECIDE WHICH ARE TO BE USED AS ESSENTIAL SHORTLISTING CRITERIA) | | | | |
| Experience of working in an administrative role. | ✓ | | AF, R, I, CQ | ✓ |
| Confident in the use of Information Technology and capable of adapting to using a variety of differing data systems | ✓ | | R, I | ✓ |
| Keyboard and IT qualifications or evidence of training (Keyboard Skills) | | ✓ | AF, R, I, CQ | ✓ |
| Knowledge of applications used within SYP i.e. Crime Management System including Microsoft applications - Word, Excel, Power point | | ✓ | AF, R, I | |
| Knowledge of computerised Police recording systems eg. Procad, OIS2, PNC, Lynx etc. | | ✓ | AF, R, I | |
| Knowledge of Data Protection Act, Freedom of Information Act, Criminal Procedures Investigation Act, Subject Access and Disclosure. | | ✓ | AF, R, I | |
| Ability to research, develop, manage and evaluate information and intelligence from a number of IT systems. | | ✓ | AF, R, I | |
| Flexible hours of work to be agreed | | ✓ | I | |

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| Management level vetting | ✓ | | | |
|---|-------------------------|-------------------------|------------------------------|--------------------------------------|
| BEHAVIOUR 1 Respect for Race and Diversity (A) Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their race, religion, position, background, circumstances, status or appearance. | | | | |
| <u>CRITERIA</u> | <u>ESSENTIAL</u> | <u>DESIRABLE</u> | <u>HOW IDENTIFIED</u> | <u>SHORT LISTING CRITERIA</u> |
| <i>Is polite, tolerant and patient when dealing with people, treating them with respect and dignity.</i> | ✓ | | I | ✓ |
| <i>Understands what offends others and adapts own actions accordingly.</i> | ✓ | | I | ✓ |
| BEHAVIOUR 2 Problem Solving (C) Gathers information from a range of sources. Analyses information to identify problems and issues, and makes effective decisions. | | | | |
| <i>Separates relevant information from irrelevant information, and important information from unimportant information</i> | ✓ | | I | ✓ |
| <i>Reviews all the information gathered to understand the situation and draw logical conclusions</i> | ✓ | | I | ✓ |
| BEHAVIOUR 3 Personal Responsibility (B) Takes personal responsibility for making things happen and achieving results. Displays motivation, commitment, perseverance and conscientiousness. Acts with a high degree of integrity. | | | | |
| <i>Self motivated, showing enthusiasm and dedication to their role.</i> | ✓ | | I | ✓ |
| <i>Displays initiative, taking on tasks without having to be asked</i> | ✓ | | I | ✓ |
| BEHAVIOUR 4 Team Working (C) Develops strong working relationships inside and outside the team to achieve common goals. Breaks down barriers between groups and involves others in discussions and decisions. | | | | |
| BEHAVIOUR 5 Effective Communication (C) Communicates ideas and information effectively, both verbally and in writing. Uses language and a style of communication that is appropriate to the situation and people being addressed. Makes sure that others understand what is going on. | | | | |

BEHAVIOUR 6

Planning & Organising (C)

Plans, organises and supervises activities to make sure resources are used efficiently and effectively to achieve organisational goals.

BEHAVIOUR 7

Resilience (B)

Shows resilience, even in difficult circumstances. Prepared to make difficult decisions and has the confidence to see them through