SOUTH YORKSHIRE POLICE PERSON SPECIFICATION

DEPT/DISTRICT: HRSS	**POST TITLE: HR Officer**

GRADE: C/D	**LOCATION: NUNNERY SQ/ COURTLAND ROAD**

The behaviours used for shortlisting can also be tested as interview questions. Interview questions will also be drawn from the behaviours not previously used for shortlisting purposes.

Key:

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.

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED	SHORT LISTING CRITERIA
SPECIALIST KNOWLEDGE REQUIRED FOR THE ROLE *(LIST ALL ASPECTS AND DECIDE WHICH ARE TO BE USED AS ESSENTIAL SHORTLISTING CRITERIA)*				
Relevant working experience within a HR related discipline (Move to D on successful completion of CIPD or hold relevant equivalent qualification or provide CPD evidence in line with the CIPD profession map)	✓		AF, CQ	✓
Working knowledge of Microsoft Office, Oracle, Discoverer and other SYP applications	✓		AF, I	✓
Well developed, competent oral and written communication skills in order to liaise with members of the Force at all levels, the public and outside agencies	✓		AF, I	✓
Demonstrates the ability to use own initiative and judgement in the interpretation of issues, problems etc. Possess understanding of when matters should be referred to more senior officer.	✓		AF, I	✓
Demonstrates attention to detail and accuracy in all tasks undertaken	✓		AF, I	✓
Knowledge of South Yorkshire Police's current policies and practices in HR		✓	AF, I	✓
Previous experience in an advisory and supportive role, providing advice to managers on a wide range of issues in a manner which is easily understood		✓	AF, I	✓
Working knowledge of, Oracle, Discoverer and other SYP applications		✓	AF, I	✓

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.

	ESSENTIAL	DESIRABLE	HOW IDENTIFIED	SHORT LISTING CRITERIA
Takes into account other's personal needs and interests.	✓		AF	✓
Respects and maintains confidentiality, wherever appropriate.	✓		AF	✓
<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>HOW IDENTIFIED</u>	<u>SHORT LISTING CRITERIA</u>

BEHAVIOUR 2
Strategic Perspective (C)

Looks at issues with a broad view to achieve the organisation's goals. Thinks ahead and prepares for the future.

Keeps up with developments in own part, and other parts, of the organisation.	✓		AF	✓
Understands what other areas of the organisation do, and where to get information.	✓		AF	✓

BEHAVIOUR 3

Negotiation And Influencing) (B)

Persuades and influences others using logic and reason. Sells the benefits of the position they are proposing, and negotiates to find solutions that everyone will accept.

Uses logic and reason to persuade and influence others.	✓		AF	✓
Presents powerful arguments	✓		AF	✓

BEHAVIOUR 4

Problem Solving (C)

Gathers information from a range of sources. Analyses information to identify problems and issues, and makes effective decisions.

Identifies where to get information and gets it	✓		AF	✓
Takes a systematic approach to solving problems	✓		AF	✓

BEHAVIOUR 5

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.

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

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.