

**NOT PROTECTIVELY MARKED**  
**SOUTH YORKSHIRE POLICE PERSON SPECIFICATION**

<b>DEPT/DISTRICT: VARIOUS</b>	<b>POST TITLE HR Assistant</b>
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<b>GRADE: B</b>	<b>LOCATION: TBC</b>
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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:

<b>AF</b>	<b>Application Form</b>
<b>R</b>	<b>References</b>
<b>OT</b>	<b>Occupational Testing</b>
<b>I</b>	<b>Interview</b>
<b>CQ</b>	<b>Certificate of Qualification</b>

\* 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.

<b><u>CRITERIA</u></b>	<b><u>ESSENTIAL</u></b>	<b><u>DESIRABLE</u></b>	<b><u>HOW IDENTIFIED</u></b>	<b><u>SHORT LISTING CRITERIA</u></b>
<b>SPECIALIST KNOWLEDGE REQUIRED FOR THE ROLE (LIST ALL ASPECTS AND DECIDE WHICH ARE TO BE USED AS ESSENTIAL SHORTLISTING CRITERIA)</b>				
Educated to GCSE standard or equivalent	✓		AF, I	✓
Previous experience incorporating keyboarding and administrative procedures	✓		AF, I	✓
Demonstrates good organisational skills	✓		AF, I	✓
Possesses an understanding of when to refer matters to a supervisor	✓		AF, I	*
Possesses an appreciation of the need for confidentiality	✓		AF, I	*
CIPD qualified or willing to work towards		✓	AF, I	*
Understanding of SYP's structure, general policies, procedures and terminology		✓	AF, I	*
Feels confident when liaising with people on all levels both internal and external to the force		✓	AF, I	*
<b>BEHAVIOUR 1</b>				
<b>Respect for Race and Diversity (A)</b>				
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.				
Is polite, tolerant and patient with people inside and outside the organisation, treating them with respect and dignity.	✓		AF	✓

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Sees issues from other peoples' viewpoints	✓		AF	✓
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**BEHAVIOUR 2**

***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.

<b><i>Improves own professional knowledge and keeps it up to date.</i></b>	✓		AF	✓
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<b><i>Displays initiative, taking on tasks without having to be asked.</i></b>	✓		AF	✓
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**BEHAVIOUR 3**

***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.

<b><i>Actively supports and assists the team to reach their objectives.</i></b>	✓		AF	✓
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<b><i>Co-operates with and supports others</i></b>	✓		AF	✓
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**BEHAVIOUR 4**

***Resilience (B)***

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

**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**

***Problem Solving (C)***

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