SOUTH YORKSHIRE POLICE PERSON SPECIFICATION

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| DEPT/DISTRICT: Information Systems | POST TITLE: Technical Lead – ERP (Data Services) |
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| GRADE:  F | LOCATION: Nunnery Square/Melton |

**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:**

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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.

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| 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)*** | | | | |
| Educated to degree level in an appropriate subject matter or equivalent work experience | ✓ |  | AF | ✓ |
| Knowledge and experience of project planning and methodologies – Prince2 | ✓ |  | AF | ✓ |
| Knowledge and experience of IS strategy and planning | ✓ |  | AF | ✓ |
| Knowledge and experience of Business Analysis techniques and methodologies | ✓ |  | AF | ✓ |
| Knowledge and experience of Duty Management Systems and associated technologies |  | ✓ | AF | ✓ |
| Team leadership and mentoring experience |  | ✓ | AF | ✓ |
| Experience of contributing, recommending and reporting into management teams at various levels. | ✓ |  | AF | ✓ |
| Knowledge and experience of team project management & agile delivery techniques | ✓ |  | AF | ✓ |
| ITIL Foundation |  | ✓ | AF | ✓ |
| Knowledge and experience of dealing with suppliers and contractors. | ✓ |  | AF | ✓ |
| **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. | | | | |
| ***Is polite, tolerant and patient with people inside and outside the organisation, treating them with respect and dignity.*** | ✓ |  | AF | ✓ |
| ***Listens to and values other's views and opinions.*** | ✓ |  | AF | ✓ |

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| CRITERIA | ESSENTIAL | DESIRABLE | **HOW IDENTIFIED** | **SHORT**  **LISTING**  **CRITERIA** |
| BEHAVIOUR 2 ***Maximising Potential*** ***(B)***  Actively encourages and supports the development of people. Motivates others to achieve organisational goals. | | | | |
| ***Understands the needs, talents, capabilities and interests of staff, and matches these to development opportunities*** | ✓ |  | AF | ✓ |
| ***Accurately assesses performance, giving specific, fair and developmental feedback.*** | ✓ |  | AF | ✓ |
| BEHAVIOUR 3 ***Openness to Change)*** ***(B)***  Recognises and responds to the need for change, and uses it to improve organisational performance. | | | | |
| ***Encourages others to recognise the need for change and helps them to adapt to it.*** | ✓ |  | AF | ✓ |
| ***Encourages people to think of improvements and to take these forward*** | ✓ |  | AF | ✓ |
| BEHAVIOUR 4 ***Planning & Organising*** ***(B)***  Plans, organises and supervises activities to make sure resources are used efficiently and effectively to achieve organisational goals. | | | | |
| ***Makes sure people know what a task or responsibility involves, and have the necessary abilities to carry it out.*** | ✓ |  | AF | ✓ |
| ***Manages so that only necessary expenses are incurred and reduces costs.*** | ✓ |  | AF | ✓ |

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| **BEHAVIOUR 5**  ***Problem Solving*** ***(B)***  Gathers information from a range of sources. Analyses information to identify problems and issues, and makes effective decisions. | | | | |
| ***Carries out research to identify relevant facts that are not immediately available.*** | ✓ |  | AF | ✓ |
| ***Analyses information carefully to make sure it has not been misunderstood.*** | ✓ |  | AF | ✓ |
| **BEHAVIOUR 6**  ***Effective Communication*** ***(B)***  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 7**  ***Team Working*** ***(B)***  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. | | | | |