SOUTH YORKSHIRE POLICE PERSON SPECIFICATION

DEPT/DISTRICT: Information Systems	**POST TITLE: Assistant (System Administration)**

GRADE: C	**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:

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)*				
Good understanding on incident, problem and change management as laid own in the IT Infrastructure Library.	✓		AF, I	✓
ITIL Foundation		✓	AF, I	✓
Knowledge of policing activities.		✓	AF, I	✓
Knowledge and experience of project planning and methodology.		✓	AF, I	✓
Knolwedge and experience of IS strategy and planning.		✓	AF, I	✓
Knowledge and experience of dealing with a commercial market, dealing with suppliers and contractors.		✓	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.				
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	✓

CRITERIA	**ESSENTIAL**	**DESIRABLE**	**HOW IDENTIFIED**	**SHORT LISTING CRITERIA**
BEHAVIOUR 2 *Problem Solving (C)* 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 3 *Openness to Change) (C)* Recognises and responds to the need for change, and uses it to improve organisational performance.				
Is flexible and prepared to change their approach to best suit the circumstances.	✓		AF	✓
Suggests changes to existing systems and other initiatives to achieve improvements	✓		AF	✓
BEHAVIOUR 4 *Planning & Organising (C)* Plans, organises and supervises activities to make sure resources are used efficiently and effectively to achieve organisational goals.				
Makes sure people have a workload that is manageable and fair, as well as being challenging.	✓		AF	✓
Identifies important activities and milestones, establishing importance and urgency.	✓		AF	✓
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 *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 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.

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