

NOT PROTECTIVELY MARKED
SOUTH YORKSHIRE POLICE PERSON SPECIFICATION

DEPT/DISTRICT:	Training	POST TITLE:	Operational Police	POST NO:	TBC
Department		Trainer			
GRADE: D				LOCATION:	Robert Dyson House

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.

<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>HOW IDENTIFIED</u>	<u>SHORT LISTING CRITERIA</u>
SPECIALIST KNOWLEDGE REQUIRED FOR THE ROLE				
You will be required to work a shift pattern that incorporates some weekend working and evenings to assist in the facilitation of various training courses	✓		AF, I	✓
Hold, or be willing to work towards: (I) an NPT/Centrex Trainers Certificate or (II) other nationally recognised adult teaching qualification Level 3	✓		AF, CQ	✓
Applicants must be qualified as a A1 assessor or be willing to work towards	✓		AF, CQ	✓
Applicants must have significant knowledge of relevant legislation and police procedures (Preferably gained in a policing role)	✓		AF, I	✓
Must be able to travel within working hours to any other site in the SYP area to deliver training, advice and guidance.	✓		AF, I	✓
Previous relevant experience of training delivery	✓		AF, I, R	✓
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.				
<i>Is polite, tolerant and patient with people inside and outside the organisation, treating them with respect and dignity.</i>	✓		AF	✓

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<i>Listens to and values other's views and opinions.</i>	✓		AF	✓
<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>HOW IDENTIFIED</u>	<u>SHORT LISTING CRITERIA</u>
BEHAVIOUR 2 <i>Maximising Potential (B)</i> Actively encourages and supports the development of people. Motivates others to achieve organisational goals.				
<i>Accurately assesses performance, giving specific, fair and developmental feedback.</i>	✓		AF	✓
<i>Helps staff to develop their skills through encouragement, motivation and support</i>	✓		AF	✓
BEHAVIOUR 3 <i>Community and Customer Focus (B)</i> Focuses on the customer and provides a high-quality service that is tailored to meet their individual needs. Understands the communities that are served and shows an active commitment to policing that reflects their needs and concerns.				
<i>Encourages officers and staff to learn about the issues affecting their local area.</i>	✓		AF	✓
<i>Makes sure people understand that the service is part of the community, rather than controlling it</i>	✓		AF	✓
BEHAVIOUR 4 <i>Effective Communication (B)</i> 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.				
<i>Changes the style of communication to meet the needs of the audience.</i>	✓		AF	✓
<i>Speaks with authority and confidence.</i>	✓		AF	✓
BEHAVIOUR 5 <i>Team Working (C)</i> 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 6 <i>Personal Responsibility (B)</i> 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 <i>Planning & Organising (C)</i> Plans, organises and supervises activities to make sure resources are used efficiently and effectively to achieve organisational goals.				