**Person Specification**

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

|  |  |
| --- | --- |
| **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 (Senior Developer)** | | | | | |
| • SharePoint 2013 | | ✓ |  | AF, I | ✓ |
| CSS | | ✓ |  | AF, I | ✓ |
| JQuery | | ✓ |  | AF, I | ✓ |
| SQL | | ✓ |  | AF, I | ✓ |
| Workflows, Views and BPM | | ✓ |  | AF, I | ✓ |
| SharePoint Security Architecture | | ✓ |  | AF, I | ✓ |
| Installation and Configuration of SharePoint Environments | | ✓ |  | AF, I | **\*** |
| Experience of working on their own and as part of a team, leading projects | | ✓ |  | AF, I | **\*** |
| Experience as a conscientious and careful tester | | ✓ |  | AF, I | **\*** |
| Experience of standard development practices (Unit Testing, Version Control (SVN), Integration) | | ✓ |  | AF, I | **\*** |
| Experience in Business Analysis techniques and Methodologies | |  | ✓ | AF, I | **\*** |
| Web Services | |  | ✓ | AF, I | **\*** |
| C# | |  | ✓ | AF, I | **\*** |
| Oracle PL/SQL | |  | ✓ | AF, I | **\*** |
| Scrum / Agile development. | |  | ✓ | AF, I | **\*** |
| Experience of Greenfield System Development and Enhancements | |  | ✓ | AF, I | **\*** |
| Knowledge and experience of stakeholder engagement and communication | |  | ✓ | AF, I | **\*** |
| Experience of Systems Analysis | |  | ✓ | AF, I | **\*** |
| Experience of using IDEs | |  | ✓ | AF, I | **\*** |
| **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, I | ✓ |
| Listens to and values other's views and opinions. | | ✓ |  | AF, I | ✓ |
| **Strategic Perspective (B)**  **Looks at issues with a broad view to achieve the organisation’s goals. Thinks ahead and prepares for the future.** | | | | | |
| Thinks across functional and unit boundaries, understanding how their actions will affect other people. | | ✓ |  | AF, I | ✓ |
| Considers the longer term and broader view, even when having to respond quickly. | | ✓ |  | AF, I | ✓ |
| **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, I | ✓ |
| Encourages people to think of improvements and to take these forward. | | ✓ |  | AF, I | ✓ |
| **Planning and Organisation (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 has the necessary abilities to carry it out. | | ✓ |  | AF, I | ✓ |
| Manages so that only necessary expenses are incurred and reduces costs. | | ✓ |  | AF, I | ✓ |
| **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, I | ✓ |
| Analyses information carefully to make sure it cannot be misunderstood | | ✓ |  | AF, I | ✓ |
| **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.** | | | | | |
| **Maximising Potential ( B)**  **Actively encourages and supports the development of people. Motivates others to achieve organisational goals.** | | | | | |