

NOT PROTECTIVELY MARKED
SOUTH YORKSHIRE POLICE PERSON SPECIFICATION

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|-----------------------|-----------------|--------------------|---------------------------|------------------|---------------------------|
| 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 | ✓ |

| | | | | |
|---|-------------------------|-------------------------|------------------------------|--------------------------------------|
| <i>Listens to and values other's views and opinions.</i> | ✓ | | AF | ✓ |
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| 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. | | | | |