

NOT PROTECTIVELY MARKED
SOUTH YORKSHIRE POLICE PERSON SPECIFICATION

DEPT/DISTRICT: Region	POST TITLE: Category Officer
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GRADE: Band D to E	LOCATION: Various
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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 (LIST ALL ASPECTS AND DECIDE WHICH ARE TO BE USED AS ESSENTIAL SHORTLISTING CRITERIA)				
1) Relevant experience of procurement projects, collaborative projects or similar	✓		AF,I	✓
2) Project management experience, including developing and implementing improvement plans		✓	AF,I	✓
3) Chartered Institute of Purchasing and Supply Level 4 or equivalent or relevant experience and willingness to study	✓		AF,I	✓
4) Knowledge of EU Procurement legislation.		✓	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.				
<i>Respects diversity and values people as individuals</i>	✓		AF,I	✓
<i>Is polite, tolerant and patient with people inside and outside the organisation, treating them with respect and dignity.</i>	✓		AF,I	✓

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BEHAVIOUR 2 <i>Negotiation And Influencing (B)</i> Persuades and influences others using logic and reason. Sells the benefits of the position they are proposing, and negotiates to find solutions that everyone will accept.				
<i>Sells the benefits of a decision or situation to others</i>	✓		AF,I	✓
<i>Sets clear negotiating aims and outcomes</i>	✓		AF,I	✓
BEHAVIOUR 3 <i>Planning & Organising (B)</i> Plans, organises and supervises activities to make sure resources are used efficiently and effectively to achieve organisational goals.				
<i>Plans activities thoroughly for self and others. Builds milestones into plans, monitors progress and adjusts them as necessary in response to any changes.</i>	✓		AF,I	✓
<i>Provides clear direction and makes sure staff know what is expected of them.</i>	✓		AF,I	✓
BEHAVIOUR 4 <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>Sees things from the customer's point of view and encourages others to do the same.</i>	✓		I	
<i>Identifies and takes action to deal with the issues and needs of different groups within the community.</i>	✓		I	
BEHAVIOUR 5 <i>Team Working (B)</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.				
<i>Builds good working relationships and teams.</i>	✓		I	
<i>Establishes effective contact and involvement with outside agencies.</i>	✓		I	

BEHAVIOUR 6***Problem Solving (B)***

Gathers information from a range of sources. Analyses information to identify problems and issues, and makes effective decisions.

BEHAVIOUR 7***Personal Responsibility (B)***

Takes personal responsibility for making things happen and achieving results. Delivers on promises, puts in the extra effort to succeed, displays motivation, commitment, perseverance and conscientiousness. Acts with a high degree of integrity.

WFP 8 Jan 18