

**SOUTH YORKSHIRE POLICE PERSON SPECIFICATION**

<b>DEPT/DISTRICT:</b> Region	<b>POST TITLE:</b> Category Manager
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<b>GRADE:</b> Band F	<b>LOCATION:</b> One of four locations
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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:**

<b>AF</b>	<b>Application Form</b>
<b>R</b>	<b>References</b>
<b>OT</b>	<b>Occupational Testing</b>
<b>I</b>	<b>Interview</b>
<b>CQ</b>	<b>Certificate of Qualification</b>

\* 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.

<b><u>CRITERIA</u></b>	<b><u>ESSENTIAL</u></b>	<b><u>DESIRABLE</u></b>	<b><u>HOW IDENTIFIED</u></b>	<b><u>SHORT LISTING CRITERIA</u></b>
<b>SPECIALIST KNOWLEDGE REQUIRED FOR THE ROLE (LIST ALL ASPECTS AND DECIDE WHICH ARE TO BE USED AS ESSENTIAL SHORTLISTING CRITERIA)</b>				
1) Understanding of the Police Force's operational needs for specific categories.	✓		AF,I	✓
2) Relevant experience of managing all aspects of category management and delivery of quantifiable procurement efficiencies.	✓		AF,I	✓
3) Demonstrated ability to negotiate, construct and manage complex procurement contracts of significant value.		✓	AF,I	✓
4) Demonstrated experience of leading and managing collaborative procurement projects.		✓	I	
5) Chartered Institute of Purchasing and Supply Diploma and full corporate membership (MCIPS), Level 6 Graduate Diploma or equivalent	✓		AF,I	✓
6) Good interpretation of EU Procurement legislation.	✓		AF,I	✓
7) Experience of mentoring or managing staff		✓	I	

<b>BEHAVIOUR 1</b> <b>Respect for Race and Diversity (A)</b> 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><b>Respects diversity and values people as individuals</b></i>	✓		AF,I	✓
<i><b>Is polite, tolerant and patient with people inside and outside the organisation, treating them with respect and dignity.</b></i>	✓		AF,I	✓
<b>BEHAVIOUR 2</b> <b>Negotiation And Influencing ) (A)</b> 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><b>Focuses on important elements of complicated issues to sell the viewpoint of others</b></i>	✓		AF,I	✓
<i><b>Negotiates successful outcomes with stakeholders, gaining their support to achieve organisational objectives</b></i>	✓		AF,I	✓
<b>BEHAVIOUR 3</b> <b>Planning &amp; Organising (B)</b> Plans, organises and supervises activities to make sure resources are used efficiently and effectively to achieve organisational goals.				
<i><b>Plans activities thoroughly for self and others. Builds milestones into plans, monitors progress and adjusts them as necessary in response to any changes.</b></i>	✓		AF,I	✓
<i><b>Provides clear direction and makes sure staff know what is expected of them.</b></i>	✓		AF,I	✓
<b>BEHAVIOUR 4</b> <b>Community and Customer Focus (B)</b> 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><b>Sees things from the customer's point of view and encourages others to do the same.</b></i>	✓		I	
<i><b>Identifies and takes action to deal with the issues and needs of different groups within the community.</b></i>	✓		I	
<b>BEHAVIOUR 5</b> <b>Team Working (A)</b> 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><b>Creates working partnerships inside and</b></i>	✓		AF,I	✓

NOT PROTECTIVELY MARKED  
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<i>outside the organisation. Develops links with outside stakeholders to get different views.</i>				
<i>Develops strategies to help people work together to achieve organisational goals</i>	✓		AF,I	✓
<b><u>CRITERIA</u></b>	<b><u>ESSENTIAL</u></b>	<b><u>DESIRABLE</u></b>	<b><u>HOW IDENTIFIED</u></b>	<b><u>SHORT LISTING CRITERIA</u></b>
<b>BEHAVIOUR 6</b> <b><i>Problem Solving (B)</i></b> Gathers information from a range of sources. Analyses information to identify problems and issues, and makes effective decisions.				
<i>Gathers information from a range of sources to understand situations, making sure it is reliable and accurate. Analyses information to identify important issues and problems.</i>	✓		AF,I	✓
<i>Identifies risks and considers alternative courses of action to make good decisions.</i>	✓		AF,I	✓
<b>BEHAVIOUR 7</b> <b><i>Personal Responsibility (B)</i></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.				
<i>Takes personal responsibility for own actions and for sorting out issues or problems that arise.</i>	✓		I	
<i>Is focussed on achieving results to required standards and developing skills and knowledge.</i>	✓		I	