

SOUTH YORKSHIRE POLICE PERSON SPECIFICATION

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| DEPT/DISTRICT: Region | POST TITLE: Senior Category Manager |
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| GRADE: Band G | LOCATION: Wakefield |
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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:

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| 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) Understanding of the Police Force's operational needs for specific categories. | | ✓ | I | |
| 2) Relevant experience of managing all aspects of high value category management and delivery of quantifiable procurement efficiencies. | ✓ | | AF,I | ✓ |
| 3) Demonstrated experience of leading and managing procurement projects of significant complexity and value. | | ✓ | AF,I | ✓ |
| 4) Experience of mentoring or managing staff. | ✓ | | I | |
| 5) Chartered Institute of Purchasing and Supply Diploma & full corporate membership (MCIPS). | ✓ | | AF | ✓ |
| 6) Excellent interpretation of EU Procurement legislation. | ✓ | | 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 | ✓ |

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| <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) (A)</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>Focuses on important elements of complicated issues to sell the viewpoint of others</i> | ✓ | | AF,I | ✓ |
| <i>Negotiates successful outcomes with stakeholders, gaining their support to achieve organisational objectives</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>Maximising Potential (B)</i> | | | | |
| Actively encourages and supports the development of people. Motivates others to achieve organisational goals. | | | | |
| <i>Encourages others to learn and develop, giving them clear and direct guidance and feedback on their performance.</i> | ✓ | | AF,I | ✓ |
| <i>Encourages and supports staff, making sure they are motivated to achieve</i> | ✓ | | AF,I | ✓ |

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| <i>results.</i> | | | | |
| BEHAVIOUR 6 | | | | |
| <i>Problem Solving (B)</i> | | | | |
| 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 | ✓ |
| BEHAVIOUR 7 | | | | |
| <i>Personal Responsibility (B)</i> | | | | |
| 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 | |