

NOT PROTECTIVELY MARKED
SOUTH YORKSHIRE POLICE PERSON SPECIFICATION

DEPT/DISTRICT: HR SERVICES	POST TITLE: Senior HR Officer
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GRADE: E	LOCATION: Humberside Police Force Training Centre, Courtland Road
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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)				
HR/ OD or equivalent professional qualification	✓		AF, I, CQ	✓
Ability to use high level of initiative and judgement in the interpretation of complex issues, problems etc, making accurate decisions without direct regular supervision	✓		AF, I	✓
Ability to meet deadlines and utilise resources	✓		AF, I	✓
A demonstrable understanding of wider policing issues, in particular the national police reform agenda		✓	AF, I	✓
Well developed, competent oral and written communication skills in order to liaise with stakeholders, external organisations and members of the Force at all levels	✓		AF, I	✓
Experience of supporting organisational change in an HR, project, performance or development role.	✓		AF, I	✓
Experience in one of the following areas: Recruitment and Selection, HR Advice and Support, Career Development, Disciplinary Procedures, Job Evaluation, Workforce Planning, Discrimination and Equal Opportunities.		✓	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>Sees issues from other peoples' viewpoint</i>	✓		AF	✓

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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	✓
<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>HOW IDENTIFIED</u>	<u>SHORT LISTING CRITERIA</u>
BEHAVIOUR 2 <i>Strategic Perspective (C)</i> Looks at issues with a broad view to achieve the organisation's goals. Thinks ahead and prepares for the future.				
<i>Understands the main issues that affect the police service.</i>	✓		AF	✓
<i>Understands how own role contributes to achieving the goals of the whole organisation.</i>	✓		AF	✓
BEHAVIOUR 3 <i>Maximising Potential) (B)</i> Actively encourages and supports the development of people. Motivates others to achieve organisational goals.				
<i>Creates opportunities for staff to learn and develop, giving them advice where necessary.</i>	✓		AF	✓
<i>Involves staff in management problems and decisions so they can develop.</i>	✓		AF	✓
BEHAVIOUR 4 <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>Works inside and outside the team to share ideas and information.</i>	✓		AF	✓
<i>Builds good working relationships and teams</i>	✓		AF	✓
BEHAVIOUR 5 <i>Personal Responsibility (A)</i> Takes personal responsibility for making things happen and achieving results. Displays motivation, commitment, perseverance and conscientiousness. Acts with a high degree of integrity.				
<i>Accepts responsibility for resolving issues both within, and where necessary outside, their normal remit.</i>	✓		AF	✓
<i>Continuously reflects on own actions, acknowledging mistakes and learning from them.</i>	✓		AF	✓
BEHAVIOUR 6 <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.				
BEHAVIOUR 7 <i>Planning & Organising (B)</i> Plans, organises and supervises activities to make sure resources are used efficiently and effectively to achieve organisational goals.				

