SOUTH YORKSHIRE POLICE PERSON SPECIFICATION

|  |  |
| --- | --- |
| DEPT/DISTRICT: Information Systems | POST TITLE: Data Services Manager |
|  |  |
| GRADE: G  | LOCATION: Nunnery Square/Melton |

**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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| CRITERIA | ESSENTIAL | DESIRABLE | **HOW IDENTIFIED** | **SHORT****LISTING****CRITERIA** |
| SPECIALIST KNOWLEDGE REQUIRED FOR THE ROLE***(LIST ALL ASPECTS AND DECIDE WHICH ARE TO BE USED AS ESSENTIAL SHORTLISTING CRITERIA)*** |
| Proven experience as a Business Intelligence Architect at a strategic level. | ✓ |  |  | ✓ |
| Experience of database solutions and support lifecycle (Oracle, MS SQL Server) | ✓ |  |  | ✓ |
| Knowledge of Business Intelligence Data modelling techniques for Data Warehousing (TOAD, Oracle SQL Developer, SQL Server Management Studio) | ✓ |  |  | ✓ |
| Experience of managing and developing staff. | ✓ |  |  | ✓ |
| Expertise in ORACLE Business Intelligence Foundation Suite and ETL tools (ODI, Informatica). |  | ✓ |  | ✓ |
| Experience of Oracle E-Business Suite and Fusion products (Oracle ERP) |  | ✓ |  | ✓ |
| Establishing configuration management control. |  | ✓ |  | ✓ |
| An understanding of project management, including Prince 2. |  | ✓ |  | ✓ |
| **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. |
| ***Deals with diversity issues and gives positive practical support to staff who may feel vulnerable.***  | ✓ |  | AF | ✓ |
| ***Is polite, tolerant and patient with people inside and outside the organisation, treating them with respect and dignity.*** | ✓ |  | AF | ✓ |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| CRITERIA | ESSENTIAL | DESIRABLE | **HOW IDENTIFIED** | **SHORT****LISTING****CRITERIA** |
| BEHAVIOUR 2***Personal Responsibility*** ***(A)***Takes personal responsibility for making things happen and achieving results. Displays motivation, commitment, perseverance and conscientiousness. Acts with a high degree of integrity. |
| ***Sets personal goals and monitors own achievement against these, constantly seeking to improve personal performance.***  | ✓ |  | AF | ✓ |
| ***Continuously reflects on own actions, acknowledging mistakes and learning from them.*** | ✓ |  | AF | ✓ |
| BEHAVIOUR 3***Planning & Organising)*** ***(A)*** Plans, organises and supervises activities to make sure resources are used efficiently and effectively to achieve organisational goals. |
| ***Turns overall strategy into specific objectives for the organisation.*** | ✓ |  | AF | ✓ |
| ***Sets timescales to achieve objectives*** | ✓ |  | AF | ✓ |
| BEHAVIOUR 4***Effective Communication*** ***(A)***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. |
| ***Explains complex issues simply and puts them into context for others.*** | ✓ |  | AF | ✓ |
| ***Communicates in a way that is understandable and meaningful to everyone*** | ✓ |  | AF | ✓ |

|  |
| --- |
| **BEHAVIOUR 5** ***Team Working*** ***(A)***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. |
| ***Promotes joint working and partnership with stakeholders and other organisations to meet the goals of everyone involved*** | ✓ |  | AF | ✓ |
| ***Draws together people from a wide range of internal and external groups to works on joint action plans*** | ✓ |  | AF | ✓ |
| **BEHAVIOUR 6** ***Strategic Perspective*** ***(B)***Looks at issues with a broad view to achieve the organisation's goals. Thinks ahead and prepares for the future. |
| **BEHAVIOUR 7*****Openness to Change*** ***(A)(A)***Recognises and responds to the need for change, and uses it to improve organisational performance.  |