

NOT PROTECTIVELY MARKED
SOUTH YORKSHIRE POLICE PERSON SPECIFICATION

DEPT/DISTRICT: Community Safety	POST TITLE: Project Officer	POST NO:
GRADE: D	SALARY: £24,030 to £27,519	LOCATION: Hellaby – Lifewise Cente

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</u>
SPECIALIST KNOWLEDGE REQUIRED FOR THE ROLE				
Practical working knowledge of the National agenda on Police reform, in particular all aspects that focus on the development of citizen focus policing and the wider policing family	✓		AF, I	✓
Practical working knowledge in the area of community safety, involvement, engagement and empowerment	✓		AF, I	✓
Experience of using Microsoft Word, Excel and Powerpoint	✓		AF, I	✓
Ability to travel throughout the Force Area	✓		AF, I	✓
An ability to work outside normal working hours and/or attend national conferences that could necessitate overnight stays	✓		AF, I	✓
Knowledge of the priorities set by the Police and Crime Commissioner		✓	AF, I	*
Practical knowledge of developing meaningful and productive relationships with key stakeholders to support organisational change.		✓	AF, I	*
Knowledge of, or relevant experience in Project Management techniques		✓	AFI	*
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>Is polite, tolerant and patient when dealing with people, treating them with respect and dignity.</i>	✓		AF	✓

<i>Shows understanding and sensitivity to people's problems, vulnerabilities and needs.</i>	✓		AF	✓
CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED	SHORT LISTING
BEHAVIOUR 2 Strategic Perspective (C) Looks at issues with a broad view to achieve the organisation's goals. Thinks ahead and prepares for the future.				
<i>Makes sure own team's ways of working are in line with the strategic direction of the organisation.</i>		✓	AF	✓
<i>Thinks across functional and unit boundaries, understanding how their actions will affect other people.</i>	✓		AF	✓
BEHAVIOUR 3 Team Working) (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>Gets commitment from others by consulting and involving them</i>	✓		AF	✓
<i>Consults others for ideas and suggestions, and welcomes suggestions from everyone involved.</i>	✓		AF	✓
BEHAVIOUR 4 Planning & Organising (B) Plans, organises and supervises activities to make sure resources are used efficiently and effectively to achieve organisational goals.				
<i>Assesses new information and reorganises the workload to meet new demands.</i>	✓		AF	✓
<i>Plans alternatives and contingency plans</i>	✓		AF	✓
BEHAVIOUR 5 Openness to Change (C) Recognises and responds to the need for change, and uses it to improve organisational performance.				
BEHAVIOUR 6 Personal Responsibility (B) Takes personal responsibility for making things happen and achieving results. Displays motivation, commitment, perseverance and conscientiousness. Acts with a high degree of integrity.				
BEHAVIOUR 7 Effective Communication (B) 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.				