SOUTH YORKSHIRE POLICE PERSON SPECIFICATION

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| DEPT/DISTRICT: Community Safety | |  | POST TITLE: Administration Assistant |
|  |  | |  |
| GRADE: B |  | | LOCATION: Lifewise |

**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.

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| 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)*** | | | | |
| Relevant experience in an office related environment. | ✓ |  | AF, I | ✓ |
| Experience in the use of Microsoft Office Applications. | ✓ |  | AF, I | ✓ |
| Experience in minute taking. |  | ✓ | 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. | | | | |
| ***Is polite, tolerant and patient with people inside and outside the organisation, treating them with respect and dignity.*** | ✓ |  | AF | ✓ |
| ***Sees issues from other peoples' viewpoints*** | ✓ |  | AF | ✓ |

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| CRITERIA | ESSENTIAL | DESIRABLE | **HOW IDENTIFIED** | **SHORT**  **LISTING**  **CRITERIA** |
| BEHAVIOUR 2 ***Openness to Change*** ***(C)***  Recognises and responds to the need for change, and uses it to improve organisational performance. | | | | |
| ***Is willing to change and has a positive attitude towards change.*** | ✓ |  | AF | ✓ |
| ***Is flexible and prepared to change their approach to best suit the circumstances.*** | ✓ |  | AF | ✓ |
| BEHAVIOUR 3 ***Planning & Organising)*** ***(C)***  Plans, organises and supervises activities to make sure resources are used efficiently and effectively to achieve organisational goals. | | | | |
| ***Decides priorities and organises workload*** | ✓ |  | AF | ✓ |
| ***Achieves demanding deadlines through careful planning*** | ✓ |  | AF | ✓ |
| BEHAVIOUR 4 ***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. | | | | |
| Ability to work under pressure to meet deadlines. | ✓ |  | AF | ✓ |
| Ability to use own initiative. | ✓ |  | AF | ✓ |
| **BEHAVIOUR 6**  ***Problem Solving (C)***  Gathers information from a range of sources. Analyses information to identify problems and issues, and makes effective decisions. | | | | |
| **BEHAVIOUR 7**  ***Team Working (C)***  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. | | | | |
| **BEHAVIOUR 7**  ***Effective Communication*** ***(C)***  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. | | | | |