

**NOT PROTECTIVELY MARKED**  
**SOUTH YORKSHIRE POLICE PERSON SPECIFICATION**

<b>DEPT/DISTRICT:</b> Community Safety	<b>POST TITLE:</b> Administration Assistant
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<b>GRADE:</b> B	<b>LOCATION:</b> Lifewise
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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:**

<b>AF</b>	<b>Application Form</b>
<b>R</b>	<b>References</b>
<b>OT</b>	<b>Occupational Testing</b>
<b>I</b>	<b>Interview</b>
<b>CQ</b>	<b>Certificate of Qualification</b>

\* 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.

<b><u>CRITERIA</u></b>	<b><u>ESSENTIAL</u></b>	<b><u>DESIRABLE</u></b>	<b><u>HOW IDENTIFIED</u></b>	<b><u>SHORT LISTING CRITERIA</u></b>
<b>SPECIALIST KNOWLEDGE REQUIRED FOR THE ROLE (LIST ALL ASPECTS AND DECIDE WHICH ARE TO BE USED AS ESSENTIAL SHORTLISTING CRITERIA)</b>				
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	
<b>BEHAVIOUR 1</b>				
<b>Respect for Race and Diversity (A)</b>				
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 with people inside and outside the organisation, treating them with respect and dignity.</i>	✓		AF	✓
<i>Sees issues from other peoples' viewpoints</i>	✓		AF	✓

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<b>BEHAVIOUR 2</b> <b><i>Openness to Change (C)</i></b> Recognises and responds to the need for change, and uses it to improve organisational performance.				
<b><i>Is willing to change and has a positive attitude towards change.</i></b>	✓		AF	✓
<b><i>Is flexible and prepared to change their approach to best suit the circumstances.</i></b>	✓		AF	✓
<b>BEHAVIOUR 3</b> <b><i>Planning &amp; Organising (C)</i></b> Plans, organises and supervises activities to make sure resources are used efficiently and effectively to achieve organisational goals.				
<b><i>Decides priorities and organises workload</i></b>	✓		AF	✓
<b><i>Achieves demanding deadlines through careful planning</i></b>	✓		AF	✓
<b>BEHAVIOUR 4</b> <b><i>Personal Responsibility (B)</i></b> Takes personal responsibility for making things happen and achieving results. Displays motivation, commitment, perseverance and conscientiousness. Acts with a high degree of integrity.				
<b><i>Ability to work under pressure to meet deadlines.</i></b>	✓		AF	✓
<b><i>Ability to use own initiative.</i></b>	✓		AF	✓
<b>BEHAVIOUR 6</b> <b><i>Problem Solving (C)</i></b> Gathers information from a range of sources. Analyses information to identify problems and issues, and makes effective decisions.				
<b>BEHAVIOUR 7</b> <b><i>Team Working (C)</i></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.				
<b>BEHAVIOUR 7</b> <b><i>Effective Communication (C)</i></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.				