SOUTH YORKSHIRE POLICE PERSON SPECIFICATION

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| DEPT/DISTRICT: Information Services | POST TITLE: Engineer (Desktop) |
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| GRADE: D | LOCATION: Melton/Nunnery Square |

**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)*** | | | | | | | | | |
| ITIL Foundation. | |  | | ✓ | | AF | | ✓ | |
| Knowledge and experience of project planning and methodologies. | |  | | ✓ | | AF | | ✓ | |
| Knowledge and experience of IS strategy and planning. | |  | | ✓ | | AF | | ✓ | |
| Knowledge and experience of enterprise IT systems. | | ✓ | |  | | AF | | ✓ | |
| Proven previous experience of working in an IT Support environment. | | ✓ | |  | | AF | | ✓ | |
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| **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 | | ✓ | |
| ***Listens to and values other's views and opinions.*** | | ✓ | |  | | AF | | ✓ | |
| CRITERIA | ESSENTIAL | | DESIRABLE | | **HOW IDENTIFIED** | | **SHORT**  **LISTING**  **CRITERIA** | |
| BEHAVIOUR 2 ***Problem Solving*** ***(B)***  Gathers information from a range of sources. Analyses information to identify problems and issues, and makes effective decisions. | | | | | | | | |
| ***Carries out research to identify relevant facts that are not immediately available.*** | ✓ | |  | | AF | | ✓ | |
| ***Analyses information carefully to make sure it has not been misunderstood.*** | ✓ | |  | | AF | | ✓ | |
| BEHAVIOUR 3 ***Openness to Change)*** ***(C)***  Recognises and responds to the need for change, and uses it to improve organisational performance. | | | | | | | | |
| ***Is flexible and prepared to change their approach to best suit the circumstances.*** | ✓ | |  | | AF | | ✓ | |
| ***Suggests changes to existing systems and other initiatives to achieve improvements*** | ✓ | |  | | AF | | ✓ | |
| BEHAVIOUR 4 ***Planning & Organising*** ***(B)***  Plans, organises and supervises activities to make sure resources are used efficiently and effectively to achieve organisational goals. | | | | | | | | |
| ***Identifies important activities and milestones, establishing importance and urgency.*** | ✓ | |  | | AF | | ✓ | |
| ***Manages so that only necessary expenses are incurred and reduces costs.*** | ✓ | |  | | AF | | ✓ | |

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| **BEHAVIOUR 5**  ***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. | | | | |
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| **BEHAVIOUR 6**  ***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**  ***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. | | | | |