

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 |
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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:

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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.

| <u>CRITERIA</u> | <u>ESSENTIAL</u> | <u>DESIRABLE</u> | <u>HOW IDENTIFIED</u> | <u>SHORT LISTING CRITERIA</u> |
|---|-------------------------|-------------------------|------------------------------|--------------------------------------|
| 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. | | | | |
| <i>Is polite, tolerant and patient with people inside and outside the organisation, treating them with respect and dignity.</i> | ✓ | | AF | ✓ |

NOT PROTECTIVELY MARKED
NOT PROTECTIVELY MARKED

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

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.