SOUTH YORKSHIRE POLICE PERSON SPECIFICATION

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| DEPT/DISTRICT: OPCC | POST TITLE: Senior Commissioning and Contracts Officer  |
|  |  |
| GRADE: Band E  | LOCATION: Sheffield |

**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.

| 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)*** |
| Qualified to degree level (or equivalent educational/work experience). | ✓ |  | AF,I, CQ | ✓ |
| Relevant experience of effectively managing contractor/supplier performance.  | ✓ |  | AF,I | ✓ |
| Experienced in the field of partnership working. | ✓ |  | AF, I | ✓ |
| Experience of managing resources to a budget. | ✓ |  | AF, I | ✓ |
| Excellent oral and written communications skills are required | ✓ |  | AF,I | ✓ |
| Significant experience of undertaking research and formulating options, along with problem solving abilities | ✓ |  | AF,I | ✓ |
| Experience of influencing and negotiating at a senior level | ✓ |  | AF, I |  |
| Effective stakeholder management experience | ✓ |  | AF, I |  |
| Qualification in procurement and supply e.g. via the Chartered Institute of Procurement and Supply (CIPS). |  | ✓ | AF,I, CQ |  |
| Experience of managing staff. |  | ✓ | AF, I |  |
| Knowledge of EU Procurement legislation |  | ✓ | AF, I |  |
| Experience of leading and participating in collaborative commissioning processes |  | ✓ | 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. |
| Listens to and values other's views and opinions. | ✓ |  | AF/I | ✓ |
| Takes into account other's personal needs and interests.  | ✓ |  | AF/I | ✓ |
| BEHAVIOUR 2**Negotiation & Influencing (B)**Persuades and influences others using logic and reason. Sells the benefits of the position they are proposing, and negotiates to find solutions that everyone will accept.  |
| Sells the benefits of a decision or situation to others | ✓ |  | AF/I | ✓ |
| Handles objections by acknowledging issues and suggesting alternatives | ✓ |  | AF/I | ✓ |
| BEHAVIOUR 3**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. |
| Clearly communicates needs and instructions | ✓ |  | AF/I | ✓ |
| Supports arguments and recommendations effectively in writing | ✓ |  | AF/I | ✓ |
| BEHAVIOUR 4**Problem Solving (B)**Gathers information from a range of sources. Analyses information to identify problems and issues, and makes effective decisions |
| Makes sure that decisions are made using as much reliable information as possible. | ✓ |  | AF/I | ✓ |
| Assesses and takes account of risk when making decisions | ✓ |  | AF/I | ✓ |
| **BEHAVIOUR 5** **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. |  |  |  |  |
| Constantly monitors and assesses progress, making sure people work to decisions, plans and policies |  |  |  |  |
| **BEHAVIOUR 6** **Strategic Perspective (B)** Looks at issues with a broad view to achieve the organisation’s goals. Thinks ahead and prepares for the future. |
| Concentrates on issues which support organisational strategy. |  |  |  |  |
| Thinks across functional and unit boundaries, understanding how their actions will affect other people. |  |  |  |  |
| **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. |
| Makes decisions based upon ethical considerations and organisational integrity. |  |  |  |  |
| Improves own professional knowledge and keeps it up to date. |  |  |  |  |