

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

<b>DEPT/DISTRICT: OPCC</b>	<b>POST TITLE: Senior Commissioning and Contracts Officer</b>
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<b>GRADE: Band E</b>	<b>LOCATION: Sheffield</b>
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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.

<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>HOW IDENTIFIED</u>	<u>SHORT LISTING CRITERIA</u>
<b>SPECIALIST KNOWLEDGE REQUIRED FOR THE ROLE (LIST ALL ASPECTS AND DECIDE WHICH ARE TO BE USED AS ESSENTIAL SHORTLISTING CRITERIA)</b>				
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	

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<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>HOW IDENTIFIED</u>	<u>SHORT LISTING CRITERIA</u>
<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.				
Listens to and values other's views and opinions.	✓		AF/I	✓
Takes into account other's personal needs and interests.	✓		AF/I	✓
<b>BEHAVIOUR 2</b>				
<b>Negotiation &amp; Influencing (B)</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	✓
<b>BEHAVIOUR 3</b>				
<b>Effective Communication (B)</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	✓
<b>BEHAVIOUR 4</b>				
<b>Problem Solving (B)</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	✓
<b>BEHAVIOUR 5</b>				
<b>Planning &amp; Organising (B)</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				

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<b>BEHAVIOUR 6</b> <b>Strategic Perspective (B)</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.				
<b>BEHAVIOUR 7</b> <b>Personal Responsibility (B)</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.				