

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

<b>DEPT/DISTRICT: OPCC</b>	<b>POST TITLE: Commissioning and Contracts Officer</b>
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<b>GRADE: Band D</b>	<b>LOCATION: Carbrook - 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.

<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>				
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	✓
Experience of undertaking research and formulating options, along with problem solving abilities	✓		AF, I	✓
Effective stakeholder management experience		✓	AF, I	
Knowledge of EU Procurement legislation		✓	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	✓
<b>BEHAVIOUR 2</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.	✓		AF/I	✓
Constantly monitors and assesses progress, making sure people work to decisions, plans and policies	✓		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>Strategic Perspective (B)</b> Looks at issues with a broad view to achieve the organisation's goals. Thinks ahead and prepares for the future.				
<b>BEHAVIOUR 6</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.				
<b>BEHAVIOUR 7</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.				