

NOT PROTECTIVELY MARKED
SOUTH YORKSHIRE POLICE PERSON SPECIFICATION

DEPT/DISTRICT: OPCC	POST TITLE: Evaluation & Scrutiny Officer
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GRADE: E/ F – Career Progression	LOCATION: Carbrook
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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:

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				
Experience capturing & interpreting performance or statistical information, identifying patterns, trends & corporate-level risk	✓		AF, OT, I	✓
Experience of audit, inspection, scrutiny & review processes	✓		AF, OT, I	✓
Proven ability to draw inferences, conclusions and identify recommendations from the analysis of data/information	✓		AF, OT, I	✓
Experience of writing reports, briefings & presenting recommendations.	✓		AF, OT, I	✓
Demonstrate relevant work experience and/or educated to degree level	✓		AF, I	✓
Experience of developing and maintaining productive, co-operative working relationships	✓		AF, I	✓
Experience of working within a team	✓		AF, I	✓
Experience of supervising others		✓	AF, I	✓
Experience of project management		✓	AF, I	✓
BEHAVIOUR 1				
<i>Respect for Race and Diversity (A)</i>				
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, I	✓

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BEHAVIOUR 2 <i>Resilience (B)</i> Shows confidence to perform own role without unnecessary support in normal circumstances. Acts in an appropriate way and controls emotions.				
<i>Is comfortable working alone with an appropriate level of supervision and guidance.</i>	✓		AF, I	✓
<i>Acts in a confident way when challenged.</i>	✓		AF, I	✓
BEHAVIOUR 3 <i>Effective Communication (B)</i> 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.				
<i>Changes the style of communication to meet the needs of the audience.</i>	✓		AF, I	✓
<i>Supports arguments and recommendations effectively in writing.</i>	✓		AF, I	✓
BEHAVIOUR 4 <i>Strategic Perspective (B)</i> Concentrates on issues that support the broad organisational strategy. Maintains a broad view, and understands and considers the interests and aims of other units or outside organisations.				
<i>Thinks across functional and unit boundaries, understanding how their actions will affect other people.</i>	✓		AF, I	✓
<i>Raises awareness of strategic issues</i>	✓		AF, I	✓
BEHAVIOUR 5 <i>Problem Solving (B)</i> Gathers information from a range of sources to understand situations, making sure it is reliable and accurate. Analyses information to identify important issues and problems. Identifies risks and considers alternative courses of action to make good decisions.				
<i>Takes a systematic approach to gathering information</i>	✓		AF, I	✓
<i>Assesses and takes account of risk when making decisions</i>	✓		AF, I	✓
BEHAVIOUR 6 <i>Openness to Change (B)</i> Recognises and responds to the need for change, and uses it to improve organisational performance.				
<i>Encourages others to recognise the need for change and helps them to adapt to it</i>	✓		AF, I	✓

<i>Always looks to improve performance and encourages effective working practices</i>	✓		AF, I	✓
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