SOUTH YORKSHIRE POLICE PERSON SPECIFICATION

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| DEPT/DISTRICT: OPCC | POST TITLE: Commissioning and Contracts Officer |
|  |  |
| GRADE: Band D | LOCATION: Carbrook - 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 | | ✓ | |
| 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 | |  | |

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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. | | | | | | | | |
| Listens to and values other's views and opinions. | ✓ | |  | | AF/I | | ✓ | |
| Takes into account other's personal needs and interests. | ✓ | |  | | AF/I | | ✓ | |
| **BEHAVIOUR 2**  **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. | | ✓ | |  | | AF/I | | ✓ |
| Constantly monitors and assesses progress, making sure people work to decisions, plans and policies | | ✓ | |  | | 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**  **Strategic Perspective (B)**  Looks at issues with a broad view to achieve the organisation’s goals. Thinks ahead and prepares for the future. | | | | | | | | |
| **BEHAVIOUR 6**  **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. | | | | | | | | |
| BEHAVIOUR 7 **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. | | | | | | | | |