

NOT PROTECTIVELY MARKED
SOUTH YORKSHIRE POLICE PERSON SPECIFICATION

DEPT/DISTRICT: HR service	POST TITLE: General	POST NO:
	Trainer	

GRADE: Band D	SALARY: £–	LOCATION Manvers
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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 (LIST ALL ASPECTS AND DECIDE WHICH ARE TO BE USED AS ESSENTIAL SHORTLISTING CRITERIA)				
Hold a nationally recognised adult teaching Qualification	x		AF/I	x
The post holder must hold a first aid at work certificate	x			
It is desirable that the post holder has an understanding of the mental health act		x	AF/I	x
It is desirable that the post holder has experience of working within a custody environment		x		
It is desirable that the post holder has a knowledge of A1 assessment		x	AF/I	x
The post holder must be able to work weekends and evenings as outlined in the training delivery plan	x			
The post holder must hold or be willing to work towards a level 2 health and safety qualification in managing safely	x			
The post holder must be able to travel to Humberside to deliver training if required	x			

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.				
<i>Challenges inappropriate attitudes, language and behaviour that is abusive, aggressive or discriminatory</i>	✓		AF/I	✓
Uses language in an appropriate way and is sensitive to the way it may affect people.	✓		AF/I	✓

CRITERIA Respects and maintains confidentiality where appropriate	<u>ESSENTIAL</u> x	<u>DESIRABLE</u>	<u>HOW IDENTIFIED</u> <u>AF/I</u>	<u>SHORT LISTING</u> <u>CRITERIA</u>
BEHAVIOUR 2 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 understands what is going on.</i>				
<i>Is able to change the style of communication to meet the needs of the audience</i>	✓		AF/I	✓
<i>Is able to summarise information to check people understand it.</i>	✓		AF/I	✓
BEHAVIOUR 3 TEAM WORKING (C) <i>Develops strong working relationships inside and outside the team to achieve common goals. Breaks down barriers between groups and involves others in discussion and decisions.</i>				
<i>Co-operates with and supports others</i>	✓		AF/I	✓
<i>Actively supports and assists the team to reach their objectives</i>	✓		AF/I	✓
BEHAVIOUR 4 MAXIMISING POTENTIAL (B) <i>Actively encourages and supports the development of people. Motivates others to achieve Organisational goals.</i>				
<i>Creates opportunities for staff to learn and develop, giving them advice where necessary</i>	✓		AF/I	✓
<i>Accurately assesses performance, giving specific, fair and developmental feedback</i>	✓		AF/I	✓

Behaviour 5 PERSONAL RESPONSIBILTYY (B) <i>Takes personal responsibility for making things happen and achieving results. Displays motivation, commitment, perseverance and conscientiousness. Acts with a high degree of integrity.</i>	✓		AF	N/A
Behaviour 6 RESILIENCE (B) Shows resilience, even in difficult circumstances. Prepared to make difficult decisions and has the confidence to see them through.	✓		AF	N/A
Behaviour 7 PLANNING AND ORGANISING Plans, organises and supervises activities to make sure resources are used efficiently and effectively to achieve organisational goals	✓		AF	N/A
BEHAVIOUR (LIST THE BEHAVIOURAL DEFINITION AND LEVEL FOR BEHAVIOUR 6)				
BEHAVIOUR 7 (LIST THE BEHAVIOURAL DEFINITION AND LEVEL FOR BEHAVIOUR 7)				