

NOT PROTECTIVELY MARKED
SOUTH YORKSHIRE POLICE PERSON SPECIFICATION

DEPT/DISTRICT: Business Change & Innovation **POST TITLE:** Business Analyst

GRADE: E **LOCATION:** Carbrook

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 of research design/methodology and analysis	✓		AF/I	✓
Educated to Degree Level in an appropriate subject matter area or equivalent work experience.	✓		AF/I/CQ	✓
Excellent written and verbal communication skills in order to elicit, collate and assimilate information.	✓		AF/I	✓
Prioritise own work in order to ensure that tasks are complete accurately within specified time scales.	✓		AF/I	✓
Knowledge and experience of strategy and planning.	✓		AF/I	✓
Knowledge and experience of business models and continuous improvement models.	✓		AF/I	✓
Awareness of concepts and principles of project management methodologies e.g. Prince 2		✓	AF/I	*

<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>HOW IDENTIFIED</u>	<u>SHORT LISTING CRITERIA</u>
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>Listens to and values other's views and opinions.</i>	✓		AF/I	✓
<i>Is polite, tolerant and patient with people inside and outside the organisation, treating them with respect and dignity.</i>	✓		AF/I	✓

BEHAVIOUR 2 Problem Solving (B) Gathers information from a range of sources. Analyses information to identify problems and issues, and makes effective decisions.				
<i>Carries out research to identify relevant facts that are not immediately available.</i>	✓		AF/I	✓
<i>Assesses and takes account of risk when making decisions.</i>	✓		AF/I	✓
BEHAVIOUR 3 Planning & Organising (B) Plans, organises and supervises activities to make sure resources are used efficiently and effectively to achieve organisational goals.				
<i>Makes sure people know what a task or responsibility involves, and have the necessary abilities to carry it out.</i>	✓		AF/I	✓
<i>Assesses new information and reorganises the workload to meet new demands.</i>	✓		AF/I	✓
BEHAVIOUR 4 Openness to Change (B) Recognises and responds to the need for change, and uses it to improve organisational performance.				
<i>Develops new systems and procedures.</i>	✓		AF/I	✓
<i>Encourages people to think of improvements and to take these forward</i>	✓		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.

<i>Thinks across functional and unit boundaries, understanding how their actions will affect other people.</i>	✓		AF/I	✓
<i>Thinks strategically beyond own role or specialist area.</i>	✓		AF/I	✓

BEHAVIOUR 6***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.

BEHAVIOUR 7***Team Working (B)***

Develops strong working relationships inside and outside the team to achieve common goals. Breaks down barriers between groups and involves others in discussions and decisions.