SOUTH YORKSHIRE POLICE PERSON SPECIFICATION

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| DEPT/DISTRICT: DONCASTER LPU | POST TITLE: Mental Health Coordinator |
| GRADE: E  | LOCATION: COLLEGE ROAD |

**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.

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| CRITERIA | ESSENTIAL | DESIRABLE | **HOW IDENTIFIED** | **SHORT****LISTING****CRITERIA** |
| SPECIALIST KNOWLEDGE REQUIRED FOR THE ROLE |
| Significant previous experience of working in Policing and Mental Health | ✓ |  | AF, R, I |  |
| Significant previous experience of consulting/working in collaboration with partners, statutory and non-statutory  | ✓ |  | AF, R, I |  |
| Knowledge and experience of writing Policy, Action Plans and Strategy papers  | ✓ |  | AF, R, I |  |
| Experience in the use of Microsoft Office packages  | ✓ |  | AF, R, I |  |
| Experience of delivering presentations | ✓ |  | AF, R, I |  |
| Ability to travel | ✓ |  | AF, R, I |  |
| Previously undertaken training in the arena of safeguarding adults  |  | ✓ | CQ | \* |
| Knowledge/experience of safeguarding legislation and statutory guidance |  | ✓ | AF, R, 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. |
| ***Is polite, tolerant and patient with people inside and outside the organisation, treating them with respect and dignity.*** | ✓ |  | AF | ✓ |
| ***Shows understanding and sensitivity to people's problems and vulnerabilities.*** | ✓ |  | AF | ✓ |

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| CRITERIA | ESSENTIAL | DESIRABLE | **HOW IDENTIFIED** | **SHORT****LISTING****CRITERIA** |
| BEHAVIOUR 2***Strategic Perspective*** ***(B)***Looks at issues with a broad view to achieve the organisation's goals. Thinks ahead and prepares for the future. |
| ***Thinks across functional and unit boundaries, understanding how their actions will affect other people.*** | ✓ |  | AF | ✓ |
| ***Predicts the effects of complex problems and issues and takes appropriate action.*** | ✓ |  | AF | ✓ |
| BEHAVIOUR 3***Community and Customer Focus)*** ***(B)*** Focuses on the customer and provides a high-quality service that is tailored to meet their individual needs. Understands the communities that are served and shows an active commitment to policing that reflects their needs and concerns. |
| ***Identifies and takes action to deal with the issues and needs of different groups within the community*** | ✓ |  | AF | ✓ |
| ***Builds good relationships with influential people and groups within the community*** | ✓ |  | AF | ✓ |
| BEHAVIOUR 4***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. |
| ***Changes the style of communication to meet the needs of the audience.***  | ✓ |  | AF | ✓ |
| ***Produces well-structured reports and written summaries.*** | ✓ |  | AF | ✓ |
| **BEHAVIOUR 5** ***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. |
| ***Displays initiative, taking on tasks without having to be asked.*** | ✓ |  | AF | ✓ |
| ***Takes action to resolve problems and fulfil own responsibilities.*** | ✓ |  | AF | ✓ |
| **BEHAVIOUR 6** ***Problem Solving*** ***(B)***Gathers information from a range of sources. Analyses information to identify problems and issues, and makes effective decisions.  |
| **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. |