

**NOT PROTECTIVELY MARKED**  
**SOUTH YORKSHIRE POLICE PERSON SPECIFICATION**

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

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:

<b>AF</b>	<b>Application Form</b>
<b>R</b>	<b>References</b>
<b>OT</b>	<b>Occupational Testing</b>
<b>I</b>	<b>Interview</b>
<b>CQ</b>	<b>Certificate of Qualification</b>

\* 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.

<b><u>CRITERIA</u></b>	<b><u>ESSENTIAL</u></b>	<b><u>DESIRABLE</u></b>	<b><u>HOW IDENTIFIED</u></b>	<b><u>SHORT LISTING CRITERIA</u></b>
<b>SPECIALIST KNOWLEDGE REQUIRED FOR THE ROLE</b>				
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	*
<b>BEHAVIOUR 1</b>				
<b>Respect for Race and Diversity (A)</b>				
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>Shows understanding and sensitivity to people's problems and vulnerabilities.</i>	✓		AF	✓

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<b>BEHAVIOUR 2</b> <b>Strategic Perspective (B)</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>Predicts the effects of complex problems and issues and takes appropriate action.</i>	✓		AF	✓
<b>BEHAVIOUR 3</b> <b>Community and Customer Focus) (B)</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.				
<i>Identifies and takes action to deal with the issues and needs of different groups within the community</i>	✓		AF	✓
<i>Builds good relationships with influential people and groups within the community</i>	✓		AF	✓
<b>BEHAVIOUR 4</b> <b>Effective Communication (B)</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.				
<i>Changes the style of communication to meet the needs of the audience.</i>	✓		AF	✓
<i>Produces well-structured reports and written summaries.</i>	✓		AF	✓
<b>BEHAVIOUR 5</b> <b>Personal Responsibility (B)</b> Takes personal responsibility for making things happen and achieving results. Displays motivation, commitment, perseverance and conscientiousness. Acts with a high degree of integrity.				
<i>Displays initiative, taking on tasks without having to be asked.</i>	✓		AF	✓
<i>Takes action to resolve problems and fulfil own responsibilities.</i>	✓		AF	✓
<b>BEHAVIOUR 6</b> <b>Problem Solving (B)</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.