

NOT PROTECTIVELY MARKED
SOUTH YORKSHIRE POLICE PERSON SPECIFICATION

DEPT/DISTRICT: DISTRICT	POST TITLE: Local Referral Unit Manager
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GRADE: D	LOCATION: DISTRICT
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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)				
Experience of working in Child Protection	✓		I	✓
Experience of working in a multi agency environment	✓		AF, I	✓
Experience of leading multi agencies approach meetings	✓		AF, I	✓
Experience in updating and interrogating computer systems	✓		AF, I	✓
Experience of producing Management reports.	✓		AF, I	✓
Experience of working within an investigative environment		✓	AF, I	✓
Experience of working with Police databases		✓		✓
Supervisory Experience	✓			
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>Is polite, tolerant and patient with people inside and outside the organisation, treating them with respect and dignity.</i>	✓		AF	✓
<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>HOW IDENTIFIED</u>	<u>SHORT LISTING CRITERIA</u>
<i>Respects and maintains confidentiality, wherever appropriate.</i>	✓		AF	✓
BEHAVIOUR 2 <i>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 understand what is going on.				
<i>Speaks with authority and confidence.</i>	✓		AF	✓
<i>Summarises information to check people understand it</i>	✓		AF	✓
BEHAVIOUR 3 <i>Negotiation And Influencing) (B)</i> 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.				
<i>Backs up arguments with facts</i>	✓		AF	✓
<i>Uses logic and reason to persuade and influence others.</i>	✓		AF	✓
BEHAVIOUR 4 <i>Maximising Potential (B)</i> Actively encourages and support the development of people. Motivates other to achieve organisational goals				
Understands the needs, talents, giving them clear and direct guidance and feedback on their performance. Encourages and supports staff, making sure they are motivated to achieve results	✓		AF	✓
Motivates their staff by showing confidence and decisiveness	✓		AF	✓
BEHAVIOUR 5 <i>Personal Responsibility (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.				
BEHAVIOUR 6 <i>Problem Solving (B)</i> Gathers information from a range of sources. Analyses information to identify problems and issues, and makes effective decisions.				

BEHAVIOUR 7

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.