

NOT PROTECTIVELY MARKED
SOUTH YORKSHIRE POLICE PERSON SPECIFICATION

DEPT/DISTRICT:	POST TITLE:	POST NO:
Corporate Services - CJAD	Warrants and Firearms Investigator	

GRADE: Band C	LOCATION: Carbrook House
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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)				
Knowledge/Experience of South Yorkshire Police computer systems ie PNC,OIS	✓		AF, I	✓
Experience of MS Word and Excel	✓		AF, I	✓
Flexible approach to meet the needs of the service.	✓		AF,R, I	✓
Knowledge of the Criminal Justice System		✓	AF, R, I	
Full UK driving licence		✓	AF, I	
Ability to pass Police Driving test		✓	AF, I	
Will undertake personal safety training	✓		AF,I	✓
Experience of dealing with the general public on a face to face basis.		✓	AF,I,R	
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>Respects and maintains confidentiality, wherever appropriate.</i>	✓		AF	✓

<i>Is polite, tolerant and patient with people inside and outside the organisation, treating them with respect and dignity.</i>	✓		AF	✓
BEHAVIOUR 2 Resilience (A) Shows resilience, even in difficult circumstances. Prepared to make difficult decisions and has the confidence to see them through.				
<i>Sorts out conflict and deals with hostility and provocation in a calm and restrained way.</i>	✓		AF	✓
<i>Manages conflicting pressures and tensions</i>	✓		AF	✓
BEHAVIOUR 3 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.				
<i>Changes the style of communication to meet the needs of the situation/audience. Must be clear and assertive in verbal communication.</i>	✓		AF	✓
<i>Produces well-structured reports and written summaries.</i>	✓		AF	✓
BEHAVIOUR 4 Problem Solving (B) Gathers information from a range of sources. Analyses information to identify problems and issues, and makes effective decisions.				
<i>Analyses information carefully to make sure it has not been misunderstood.</i>	✓		AF	✓
<i>Makes sure that decisions are made using as much reliable information as possible.</i>	✓		AF	✓
BEHAVIOUR 5 TEAMWORKING (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.				
BEHAVIOUR 6 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.				
BEHAVIOUR 7 PLANNING & ORGANISING C Plans, organises and supervises activities to make sure resources are used efficiently and effectively to achieve organisational goals.				

WFP 16 Jul 15 Other than title, no changes from warrants investigator 23 Mar 10