

NOT PROTECTIVELY MARKED
SOUTH YORKSHIRE POLICE PERSON SPECIFICATION

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:

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				
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.				
<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	✓

NOT PROTECTIVELY MARKED

<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>HOW IDENTIFIED</u>	<u>SHORT LISTING CRITERIA</u>
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.				
<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	✓
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.				
<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	✓
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.				
<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	✓
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.				
<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	✓
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.