SOUTH YORKSHIRE POLICE PERSON SPECIFICATION

DEPT/DISTRICT: Information Systems	**POST TITLE: Support Officer (Projects)**

GRADE: Band D	**LOCATION: Nunnery Square/Melton**

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.

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED	SHORT LISTING CRITERIA
SPECIALIST KNOWLEDGE REQUIRED FOR THE ROLE *(LIST ALL ASPECTS AND DECIDE WHICH ARE TO BE USED AS ESSENTIAL SHORTLISTING CRITERIA)*				
ITIL Foundation	✓		AF	✓
Knowledge and experience of project planning and methodologies - Prince II.		✓	AF	✓
Knowledge and experience of IS strategy and planning.		✓	AF	✓
Experience in Business Analysis techniques and methodologies.		✓	AF	✓
Development skill set - Java application development, Web Services, ORACLE forms, PHP, Drupal and XMLI.		✓	AF	✓
Knowledge and experience of dealing with a commerical market, dealing with suppliers and contracts.		✓	AF	✓
Knowledge and experience of business models and continuous improvement models.		✓		✓

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	✓
Listens to and values other's views and opinions.	✓		AF	✓

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	✓
Considers the longer term and broader view, even when having to respond quickly.	✓		AF	✓
BEHAVIOUR 3 *Openness to Change) (B)* Recognises and responds to the need for change, and uses it to improve organisational performance.				
Encourages others to recognise the need for change and helps them to adapt to it.	✓		AF	✓
Uses the skills of people who can take change forward.	✓		AF	✓
BEHAVIOUR 4 *Planning & Organising (B)* Plans, organises and supervises activities to make sure resources are used efficiently and effectively to achieve organisational goals.				
Makes sure people know what a task or responsibility involves, and have the necessary abilities to carry it out.	✓		AF	✓
Manages so that only necessary expenses are incurred and reduces costs.	✓		AF	✓

BEHAVIOUR 5

Maximising Potential (B)

Actively encourages and supports the development of people. Motivates others to achieve organisational goals.

BEHAVIOUR 6

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.

BEHAVIOUR 7

Problem Solving (B)(B)

Gathers information from a range of sources. Analyses information to identify problems and issues, and makes effective decisions.Gathers information from a range of sources. Analyses information to identify problems and issues, and makes effective decisions.