SOUTH YORKSHIRE POLICE PERSON SPECIFICATION

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| DEPT/DISTRICT: Business Change & Innovation | POST TITLE: Business Analyst |
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| GRADE: E | LOCATION: Carbrook |

**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:**

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| **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.

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| CRITERIA | ESSENTIAL | DESIRABLE | **HOW IDENTIFIED** | **SHORT**  **LISTING**  **CRITERIA** |
| SPECIALIST KNOWLEDGE REQUIRED FOR THE ROLE | | | | |
| Experience of research design/methodology and analysis |  |  | AF/I |  |
| Educated to Degree Level in an appropriate subject matter area or equivalent work experience. |  |  | AF/I/CQ |  |
| Excellent written and verbal communication skills in order to elicit, collate and assimilate information. |  |  | AF/I |  |
| Prioritise own work in order to ensure that tasks are complete accurately within specified time scales. |  |  | AF/I |  |
| Knowledge and experience of strategy and planning. |  |  | AF/I |  |
| Knowledge and experience of business models and continuous improvement models. |  |  | AF/I |  |
| Awareness of concepts and principles of project management methodologies e.g. Prince 2 |  |  | AF/I | \* |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | CRITERIA | ESSENTIAL | DESIRABLE | **HOW IDENTIFIED** | **SHORT**  **LISTING**  **CRITERIA** |   **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. | | | | |
| ***Listens to and values other's views and opinions.*** | ✓ |  | AF/I | ✓ |
| ***Is polite, tolerant and patient with people inside and outside the organisation, treating them with respect and dignity.*** | ✓ |  | AF/I | ✓ |

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| BEHAVIOUR 2 ***Problem Solving*** ***(B)***  Gathers information from a range of sources. Analyses information to identify problems and issues, and makes effective decisions. | | | | |
| ***Carries out research to identify relevant facts that are not immediately available.*** | ✓ |  | AF/I | ✓ |
| ***Assesses and takes account of risk when making decisions.*** | ✓ |  | AF/I | ✓ |
| BEHAVIOUR 3 ***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/I | ✓ |
| ***Assesses new information and reorganises the workload to meet new demands.*** | ✓ |  | AF/I | ✓ |
| BEHAVIOUR 4 ***Openness to Change*** ***(B)***  Recognises and responds to the need for change, and uses it to improve organisational performance. | | | | |
| ***Develops new systems and procedures.*** | ✓ |  | AF/I | ✓ |
| ***Encourages people to think of improvements and to take these forward*** | ✓ |  | AF/I | ✓ |

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| **BEHAVIOUR 5**  ***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/I | ✓ |
| ***Thinks strategically beyond own role or specialist area.*** | ✓ |  | AF/I | ✓ |
| **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**  ***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. | | | | |