SOUTH YORKSHIRE POLICE PERSON SPECIFICATION

|  |  |
| --- | --- |
| DEPT/DISTRICT: Business Change & Innovation | POST TITLE: Business Analyst |
|  |  |
| 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:**

|  |  |
| --- | --- |
| **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 |
| 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 | ✓ |

|  |
| --- |
| 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 | ✓ |

|  |
| --- |
| **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. |