

NOT PROTECTIVELY MARKED
SOUTH YORKSHIRE POLICE PERSON SPECIFICATION

DEPT/DISTRICT:	Performance Governance Department	& POST TITLE:	Performance Review Officer
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.

<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>HOW IDENTIFIED</u>	<u>SHORT LISTING CRITERIA</u>
SPECIALIST KNOWLEDGE REQUIRED FOR THE ROLE				
Previous experience within a statistical and performance management environment.	✓		AF, R, OT, I,	✓
Thorough knowledge of inferential and descriptive statistics and extensive experience of applying. Proven ability to draw inferences, conclusions and / or recommendations from the analysis of data/information	✓		AF, OT	✓
Experience of identifying patterns and trends	✓		AF, OT	✓
Experience of writing complex reports with analytical content	✓		AF, I	✓
Degree with a statistical content or relevant analytical experience at a strategic level	✓		AF, CQ	✓
A high level aptitude of IT such as Microsoft Packages (e.g. Word, Excel)	✓		AF, OT	✓
Previous experience of managing projects.		✓	AF	*
Experience of using query tools and business intelligence products.		✓	AF	*
Knowledge of police information systems.		✓	AF	*
Previous experience of working in public organisations.		✓	AF	*
Experience of supervising others with management/leadership qualifications.		✓	AF	*

<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>HOW IDENTIFIED</u>	<u>SHORT LISTING CRITERIA</u>
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 when dealing with people, treating them with respect and dignity.</i>	✓		AF	✓
<i>Uses language in an appropriate way and is sensitive to the way it may affect people.</i>	✓		AF	✓
BEHAVIOUR 2 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.				
Changes the style of communication to meet the needs of the audience	✓		AF	✓
Produces well structured reports and written summaries	✓		AF	✓
BEHAVIOUR 3 Problem Solving (B) Gathers information from a range of sources. Analyses information to identify problems and issues, and makes effective decisions.				
Analyses information carefully to make sure it cannot be misunderstood	✓		AF	✓
Carries out research to identify relevant facts that are not immediately available.	✓		AF	✓
BEHAVIOUR 4 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.				
Works inside and outside the team to share ideas and information	✓		AF	✓
Visibly assists their team members, especially when tasks are difficult or demand is high	✓		AF	✓
BEHAVIOUR 5 Strategic Perspective (C) Looks at issues with a broad view to achieve the organisation's goals. Thinks ahead and prepares for the future.				

BEHAVIOUR 6

Planning & Organising (C)

Plans, organises and supervises activities to make sure resources are used efficiently and effectively to achieve organisational goals.

BEHAVIOUR 7

Personal Responsibility (A)

Takes personal responsibility for making things happen and achieving results. Displays motivation, commitment, perseverance and conscientiousness. Acts with a high degree of integrity.

Accepts responsibility for resolving issues within and where necessary outside their normal sphere of work.