

NOT PROTECTIVELY MARKED
SOUTH YORKSHIRE POLICE PERSON SPECIFICATION

DEPT/DISTRICT: CJAD	POST TITLE:	POST NO:
	COURT LIAISON OFFICER	

GRADE: BAND B	SALARY:	LOCATION: CJU
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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 (LIST ALL ASPECTS AND DECIDE WHICH ARE TO BE USED AS ESSENTIAL SHORTLISTING CRITERIA)				
Experience of communication by various methods.	✓		AF, I	✓
Flexibility to work at split locations and within specified time frames, and also to cover Saturdays and Bank Holiday courts on a ROTA basis.	✓		AF,I	✓
Experience of interrogating/maintaining and retrieving data/information using various computer and manual recording packages.	✓		AF,I	✓
Ability to remain calm under pressure when dealing with members of the public face to face.	✓		AF,I	✓
Experience in Criminal Justice administration.		✓	AF, I	*

<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.				
Is polite, tolerant and patient when dealing with people, treating them with respect and dignity.	✓		AF,I	✓
Uses language in an appropriate way and is sensitive to the way it may affect people.	✓		AF,I	✓
BEHAVIOUR 2				
Planning and Organising (C)				
Plans, organises and supervises activities to make sure resources are used efficiently and effectively to achieve organisational goals.				
Provide evidence of working in an orderly manner, able to prioritise and adapt work tasks to meet the objectives of the department.	✓		AF,I	✓
Provide evidence of decision making and the ability to produce work that is accurate and meets the deadlines required using own initiative.	✓		AF,I	✓
BEHAVIOUR 3				
Effective Communication (C)				
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.				
Evidence of productive liaison with both internal and external customers, to ensure all objectives are achieved.	✓		AF,I	✓
Evidence of written and verbal communication.	✓		AF,I	✓

BEHAVIOUR 4**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.

BEHAVIOUR 5**Teamworking (C)**

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.

BEHAVIOUR 6**Community and customer focus (C)**

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.

BEHAVIOUR 7**Openness to change (C)**

Recognises and responds to the need for change, and uses it to improve organisational performance