

**NOT PROTECTIVELY MARKED**  
**SOUTH YORKSHIRE POLICE AND CRIME COMMISSIONER**  
**PERSON SPECIFICATION**

<b>DEPT/DISTRICT: OPCC</b>	<b>POST TITLE: Performance and Assurance Officer</b>
----------------------------	--

<b>GRADE: Band D</b>	<b>LOCATION: Carbrook, Sheffield</b>
----------------------	--------------------------------------

Key:

<b>AF</b>	<b>Application Form</b>
<b>R</b>	<b>References</b>
<b>OT</b>	<b>Occupational Testing</b>
<b>I</b>	<b>Interview</b>
<b>CQ</b>	<b>Certificate of Qualification</b>

**\* 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.**

<b><u>CRITERIA</u></b>	<b><u>ESSENTIAL</u></b>	<b><u>DESIRABLE</u></b>	<b><u>HOW IDENTIFIED</u></b>	<b><u>SHORT LISTING CRITERIA</u></b>
<b>QUALIFICATIONS/EXPERIENCE</b>				
Experience of using Microsoft Packages (e.g., Word, Excel, Outlook)	✓		AF, OT, I	✓
Experience of gathering, monitoring and interpreting performance or statistical information and reaching and sharing conclusions and recommendations.	✓		AF, OT, I	✓
Experience of presenting sometimes complex data and information in a clear and concise way, tailored to specific audience needs.	✓		AF, OT, I	✓
Experience of writing reports & recommendations.	✓		AF, I	✓
Experience of audit & inspection processes	✓		AF, I	✓
Knowledge of Performance Assessment and improvement	✓		AF, I	✓
Educated to degree level, or have relevant work experience with a good level of education including Maths and English, GCSE's A-C or equivalent	✓		AF, CQ	✓
Experience of project management methodologies, tools, techniques		✓	AF, I	✓
<b>KNOWLEDGE &amp; SKILLS.</b>				
Proven ability to manage multiple tasks, plan workloads and meet deadlines	✓		AF/I	✓
Ability to communicate effectively both verbally and in writing	✓		AF/I	✓
Accuracy in data inputting	✓		AF//OT	✓