|  |  |  |
| --- | --- | --- |
| **Job Specific Criteria Areas** | **Maximum Word Count** | **Method of assessment,**  **For example, application form, test, presentation or certificate** |
| 1. **Attainments** | **300** | Application Form / Certificate |
|  |  |  |
| 1. **Experience** |  |  |
|  |  |  |
| 1. **Knowledge** |  |  |
|  |  |  |
| 1. **We are emotionally aware** |  |  |
| * I treat others with respect, tolerance and compassion. * I acknowledge and respect a range of different perspectives, values and beliefs within the remit of the law. * I remain calm and think about how to best manage the situation when faced with provocation. * I understand my own emotions and I know which situations might affect my ability to deal with stress and pressure. * I ask for help and support when I need it. * I understand the value that diversity offers. * I communicate in clear and simple language so that I can be easily understood by others. * I seek to understand the thoughts and concerns of others even when they are unable to express themselves clearly. |  |  |
| 1. **We take ownership** |  |  |
| * I actively identify and respond to problems. * I approach tasks with enthusiasm, focusing on public service excellence. * I regularly seek feedback to understand the quality of my work and the impact of my behaviour. * I recognise where I can help others and willingly take on additional tasks to support them, where appropriate. * I give feedback to others that I make sure is understandable and constructive. * I take responsibility for my own actions, I fulfil my promises and do what I say I will. * I will admit if I have made a mistake and take action to rectify this. * I demonstrate pride in representing the police service. * I understand my own strengths and areas for development and take responsibility for my own learning to address gaps. |  |  |
| 1. **We are collaborative** |  |  |
| * I work cooperatively with others to get things done, willingly giving help and support to colleagues. * I am approachable, and explain things well so that I generate a common understanding. * I take the time to get to know others and their perspective in order to build rapport. * I treat people with respect as individuals and address their specific needs and concerns. * I am open and transparent in my relationships with others. * I ensure I am clear and appropriate in my communications. |  |  |
| 1. **We deliver, support and inspire** |  |  |
| * I take on challenging tasks to help to improve the service continuously and support my colleagues. * I understand how my work contributes to the wider police service. * I understand it is part of my collective responsibility to deliver efficient services. * I take personal responsibility for making sure that I am working effectively to deliver the best service, both individually and with others. * I am conscientious in my approach, working hard to provide the best service and to overcome any obstacles that could prevent or hinder delivery. * I support the efficient use of resources to create the most value and to deliver the right impact. * I keep up to date with changes in internal and external environments. * I am a role model for the behaviours I expect to see in others and I act in the best interests of the public and the police service. |  |  |
| 1. **We analyse Critically** |  |  |
| * I recognise the need to think critically about issues. I value the use of analysis and testing in policing. * I take in information quickly and accurately. * I am able to separate information and decide whether it is irrelevant or relevant and its importance. * I solve problems proactively by understanding the reasons behind them, using learning from evidence and my experiences to take action. * I refer to procedures and precedents as necessary before making decisions. * I weigh up the pros and cons of possible actions, thinking about potential risks and using this thinking to inform our decisions. * I recognise gaps and inconsistencies in information and think about the potential implications. * I make decisions in alignment with our mission, values and the Code of Ethics. |  |  |
| **9. We are innovative and open-minded** |  |  |
| * I demonstrate an openness to changing ideas, perceptions and ways of working. * I share suggestions with colleagues, speaking up to help improve existing working methods and practices. * I constantly reflect on my own way of working and periodically review processes and procedures to make continuous improvements. * I adapt to change and am flexible as the need arises while encouraging others to do the same. * I learn from my experiences and do not let myself be unduly influenced by preconceptions. |  |  |

Signed : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Applicant – upon offer of appointment)

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_