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| **Job Specific Criteria Areas** | **Maximum Word Count** | **Method of assessment,** **For example, application form, test, presentation or certificate** |
| 1. **Attainments**
 | **300** | Application Form / Certificate |
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| 1. **Experience**
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| 1. **Knowledge**
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| 1. **We are emotionally aware**
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| * 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.
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| 1. **We take ownership**
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| * 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.
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| 1. **We are collaborative**
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| * 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.
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| 1. **We deliver, support and inspire**
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| * 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.
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| 1. **We analyse Critically**
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| * 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.
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| **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.
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Signed : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Applicant – upon offer of appointment)

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