



Independent Custody Visitor Person Specification

The criteria contained within the Person Specification form the basis for short-listing suitable applicants for the role of custody visitor.

Essential criteria are requirements necessary for safe and effective performance in the role, whilst **desirable criteria** list elements that would contribute to potentially improved performance in the role.

ESSENTIAL CRITERIA	MEASURE BY
Must be at least 18 years of age	Application
Must live, work or study within South Yorkshire	Application
Must hold a current driving licence or be able to travel easily around South Yorkshire by alternative means	Application / Interview
Must have a good understanding of the English Language	Application / Interview
Must have an email address and basic computer skills to send and receive information / documents from the OPCC	Application / Interview
Must be reliable and punctual to attend police stations as per the rota	Application / Interview
Must be able to communicate verbally and in writing with people from a variety of backgrounds	Application / Interview
Can demonstrate the ability to form good working relationships with a variety of people	Application / Interview
Can demonstrate sufficient time and flexibility to volunteer	Interview
Be able to work with colleagues as part of a team	Application / Interview
Have the ability to be objective and impartial	Application / Interview
Demonstrate the ability to complete forms clearly and concisely	Application / Interview
DESIRABLE CRITERIA	MEASURE BY
Basic knowledge of relevant parts of the criminal justice system and the role of an Independent Custody Visitor	Research prior to Application and Interview
Have an interest in the rights and welfare of individuals in the criminal justice system	Application / Interview
Able to do more visits if and when asked by the Lead ICV	Application / Interview

Behaviours

The term behaviour is used to describe the skills required to enable you to carry out the activities required in the role profile and person specification. Below is a general description of all the behaviours relating to this role.

For shortlisting purposes we will look at your evidence for the main behaviours identified in the Person Specification as shortlisting criteria these are Team Working, Effective Communication and Race and Diversity.

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 which for this application are Resilience, Personal Responsibility and Community and Customer Focus.

Behaviour	Description
Effective communication	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.
Teamworking	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.
Respect for Race and Diversity	Shows respect for the opinions, circumstances and feelings of others no matter what their race, religion, position, background, circumstances, status or appearance.
Personal Responsibility	Takes personal responsibility for making things happen and achieving results. Displays motivation, commitment, perseverance and conscientiousness. Acts with a high degree of integrity.
Community and Customer Focus	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.
Resilience	Shows resilience, even in difficult circumstances. Prepared to make difficult decisions and has the confidence to see them through