PERSON SPECIFICATION –

DORSET & WILTSHIRE FIRE AND RESCUE

Job Title	Information Governance Officer
Department	Information Governance and Cyber Security
Job Family	Specialist

Category	No.	Requirements	Essential (E) or Desirable (D)	Evidence: A, I, P, O (see key)
Education & Qualifications	1.	4 GCSE passes - Grade A*- C / 9 - 4, including English and Mathematics or equivalent Level 2 qualification (including L2 functional skills), or higher-level relevant qualification	E	A
	2.	Educated to degree level or equivalent or hold a specialist qualification in Data Protection or Freedom of Information, or be able to demonstrate a significant level of experience in Information Governance	E	A
Knowledge & Experience	3.	Good working knowledge of Freedom of Information and Data Protection legislation	E	A, I
	4.	Experience of training staff in working practices and guidelines	E	A, I
	5.	Computer literate and fluent use of MS Office 365 products	E	A, I
Skills & Abilities	6.	Well organised, methodical thinker, with good time management skills and ability to work under pressure	E	A, I
	7.	Excellent communication skills	E	A, I
	8.	Ability to establish relations with the public, a wide variety of managers and staff	E	A, I
	9.	Ability to work on own initiative	E	A, I
	10.	Good written skills and attention to detail	E	A, I
	11.	Ability to translate complex legislation into management advice	E	A, I
Additional Requirements	12.	Must be able to fulfil the travel requirements of the role.	E	A, I
	13.	Demonstrates a commitment to equality, diversity and inclusion, adopting a fair and ethical approach to others	E	I
	14.	A willingness to undertake Health & Safety training and comply with	E	I

		statutory responsibilities under Health & Safety legislation.		
	15.	Prepared to undertake specific training as a part of the induction process to develop understanding of Fire Service activities and acquire post entry skills	E	I
	16.	A willingness to travel and work throughout both Counties and outside the Service area as and when required	E	A, I

Key to Assessment

A) Application

I) Interview

P) Presentation

O) Selection Tests (Psychometric Testing / Job Related)