

# PERSON SPECIFICATION – HR029



**DORSET & WILTSHIRE**  
**FIRE AND RESCUE**

<b>Job Title</b>	Equality, Diversity and Inclusion Advisor
<b>Department</b>	People Services
<b>Job Family</b>	Administration

<b>Category</b>	<b>No.</b>	<b>Requirements</b>	<b>Essential (E) or Desirable (D)</b>	<b>Evidence: A, I, P, O (see key)</b>
<b>Education &amp; Qualifications</b>	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.	Level 3 qualification or equivalent experience in ED&I or HR	E	A
<b>Knowledge &amp; Experience</b>	3.	Knowledge and understanding of Equality Diversity and Inclusion legislation	E	A, I
	4.	Previous experience in carrying out a range of administration tasks.	E	A, I
	5.	Experience in an EDI related role.	D	A, I
	6.	Experience of using MS Office	E	A, I
	7.	Experience of using databases, recording collating and interpreting data	D	A, I
	8.	Experience of administering and maintaining confidential data	E	A, I
<b>Skills &amp; Abilities</b>	9.	Excellent communication skills and a positive attitude to internal/external customer care	E	A, I
	10.	Effective organisational and time management skills	D	A, I
	11.	Ability to work unsupervised to accomplish set tasks and routines	E	A, I
	12.	Strong attention to detail with the ability to work to tight deadlines whilst maintaining quality standards	E	A, I
	13.	Ability to deal with situations in a confidential, diplomatic manner.	E	A, I
	14.	Ability to interpret guidelines and procedures to solve problems and provide advice	E	A, I
	15.	Ability to create, integrate and maintain systems	E	A, I
	16.	Ability to work flexibly in a changing environment and respond to unplanned demands	E	A, I

<b>Additional Requirements</b>	12.	Must be able to fulfil the travel requirements of the role.	E	A, I
	13.	Demonstrates a strong 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 statutory responsibilities under Health & Safety legislation.	E	I
	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)