

# PERSON SPECIFICATION – HR029



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

<b>Job Title</b>	Fire Safety Advisor
<b>Department</b>	Protection
<b>Job Family</b>	Specialist

<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.	Fire Safety Adviser NVQ Level 3 or willingness and ability to work towards this	E	A
	3.	Fire Service College Modules A-C and D-E or equivalent	D	A
<b>Knowledge &amp; Experience</b>	4.	An understanding of current Fire Safety legislation including the Regulatory Reform (Fire Safety) order 2005	E	A, I
	5.	Knowledge and understanding of Safeguarding procedures and reporting systems	E	A, I
	6.	Previous experience of working within a local authority Fire and Rescue Service Fire Safety Department	D	A, I
	7.	Experience of advising on legislation or providing guidance on Best Practice within Fire Safety or a similar field	D	A, I
	8.	Experience of reviewing or conducting Fire Safety Risk Assessments	D	A, I
	9.	Knowledge of current Fire Safety issues and supporting enforcement legislation	D	A, I
	10.	Experience of developing, reviewing and implementing procedures	D	A, I
<b>Skills &amp; Abilities</b>	11.	Able to demonstrate a co-operative and supportive style towards team working	E	I

	12.	Experience of using Microsoft Office (including Outlook) and database packages	E	I
	13.	Able to demonstrate effective planning and organisational skills with an ability to prioritise workloads and respond to unplanned work demands	E	A, I
	14.	Demonstrates a logical approach to problem solving and decision making	E	A, I
	15.	Excellent communication skills with a positive attitude to internal / external customer care, exercising tact and sensitivity in difficult situations	E	I
	16.	A commitment to personal development	E	A, I
	17.	Self-motivated and able to work unsupervised using own initiative	E	I
<b>Additional Requirements</b>	18.	Full valid driving licence and be able to fulfil the significant travel requirements of the role. Use of own vehicle will be required	* <sub>1</sub> E	I
	19.	Demonstrates a commitment to equality, diversity and inclusion, adopting a fair and ethical approach to others	E	I
	20.	A willingness to undertake Health and Safety training and comply with statutory responsibilities under Health and Safety Legislation	E	I
	21.	Willing to travel throughout the Service and attend meeting or training courses out of county as required	E	I
	22.	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
	23.	Ability to work flexibly, including occasional evening and weekend work	E	I
	24.	Suitable for the post working with vulnerable adults / children and young people	* <sub>2</sub> E	I

\*<sub>1</sub> A Service vehicle may be available, please note Service vehicles are manual transmission only.

\*<sub>2</sub> An individual's suitability to work with children / adults at risk will be assessed through the background checks undertaken as part of the pre-employment process.

### **Key to Assessment**

**A)** Application

**I)** Interview

**P)** Presentation

**O)** Selection Tests (Psychometric Testing / Job Related)