

PERSON SPECIFICATION – HR029



Job Title	Firefighter Recruitment Officer
Department	People Services
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.	Hold or be studying for an appropriate CIPD qualification at Intermediate level (Level 5), or able to demonstrate significant experience in a similar role	E	A
Knowledge & Experience	3.	Knowledge of the workforce planning arena using workforce planning processes and establishment control	D	A, I
	4.	Experience of providing concise, timely and accurate data, with high attention to detail	E	A, I
	5.	Knowledge and experience of designing and coordinating recruitment processes	E	A, I
	6.	Experience of using Microsoft Office (including Outlook) and database packages	E	A
	7.	Knowledge of best practice and employment legislation relevant to the area of work	E	A, I
	8.	Experience in the provision of practical workforce planning solutions in a uniformed environment, dealing with complexities of individual staffing requirements	D	A
	9.	Excellent communication skills and a positive attitude to internal/external customer care	E	I, P
	10.	Experience of providing complex advice and guidance in an HR environment	E	A, I
	11.	Experience of working in a public sector organisation / experience of working in a uniformed service	D	A
	12.	Experience of negotiating and influencing effectively at different levels across an organisation	E	I

Skills & Abilities	13.	Ability to deliver a range of solutions to complex problems	E	I
	14.	Ability to work effectively as part of a team and fulfilling a line management role providing guidance, support and development to staff	E	I
	15.	Ability to systematically record and analyse data, across a wide spectrum of work functions, producing relevant reports	E	A, I
	16.	Effective organisational and time management skills coupled with the ability to work in a changing environment, responding to unplanned work requests	E	A, I, P
	17.	Ability to handle sensitive and confidential information appropriately	E	I
Additional Requirements	18.	Must be able to fulfil the travel requirements of the role	*1 E	A, 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 & Safety training and comply with statutory responsibilities under Health & Safety legislation	E	I
	21.	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
	22.	A willingness to travel and work throughout both Counties and outside the Service area as and when required	E	A, I

*1 A Service vehicle may be available, please note Service vehicles are manual transmission only.

Key to Assessment

A) Application

I) Interview

P) Presentation

O) Selection Tests (Psychometric Testing / Job Related)