

# PERSON SPECIFICATION – HR029



**DORSET & WILTSHIRE  
FIRE AND RESCUE**

<b>Job Title</b>	Organisational Learning Facilitator
<b>Department</b>	Service Improvement
<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.	Have an NVQ 4 or equivalent vocational qualification in a related subject area i.e. Project Management OR significant experience at this level	E	A
<b>Skills &amp; Abilities</b>	3.	Previous experience carrying out a co-ordinating/facilitating role in an office environment or customer service area	E	A, I
	4.	Knowledge of Blue light Service Operational processes	E	A, I
	5.	Proactive approach to demonstrating and delivering continuous improvement within a role to identify more effective and efficient ways of working	E	A, I
	6.	Competent user of MS office, Connect or other software	E	A, I
	7.	Experience in reviewing, assessing and interpreting data & documentation from multiple sources to establish balanced conclusions and ensure accuracy of information	E	A, I
	8.	Knowledge and understanding of audit and debriefing processes	E	A, I
	9.	Ability to produce well-structured reports to a range of stakeholders	E	A, I
	10.	Ability to work unsupervised, prioritise work and adapt to changing deadlines	E	A, I
	11.	Excellent verbal, written and presentation communication skills and a positive attitude to internal/external stakeholder engagement	E	A, I
	12.	An understanding of, and the ability to display, the need to maintain confidentiality where appropriate	E	A, I
<b>Additional Requirements</b>	13.	Must be able to fulfil the travel requirements of the role	E	A, I
	14.	Demonstrates a commitment to equality, diversity and inclusion, adopting a fair and ethical approach to others	E	I

	15.	A willingness to undertake Health & Safety training and comply with statutory responsibilities under Health & Safety legislation	E	I
	16.	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
	17.	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)