

# PERSON SPECIFICATION –



<b>Job Title</b>	Health and Wellbeing Projects Officer
<b>Department</b>	People
<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.	Post specific qualification at Level 5 or working towards; or Professional Membership of the CIPD at Associate Level; or equivalent demonstrable working experience at this level	E	A
<b>Knowledge &amp; Experience</b>	3.	Knowledge and working experience of project managing multiple workstreams or projects, ideally within Health and Wellbeing	D	A, I
	4.	Knowledge and working experience of project governance and the production of documentation and records to support the development and delivery of projects	E	A, I
	5.	Experience of using Microsoft products including Teams, SharePoint, Outlook, PowerPoint, Word and Excel	E	A, I
	6.	Experience in developing and delivering documentation, and reports for strategic management decision making	D	A, I
	7.	Experience of working on and implementing a varied range of projects	E	A, I
	8.	Experience in working with strategic and senior officers and stakeholders, as well as other internal and external stakeholders	E	A, I
	9.	Experience in evaluating processes and documents and identifying improvements	E	A, I
	10.	Experience of providing advice and guidance on a range of issues to support managers and staff	E	A, I

	11.	Previous experience of working in a fast paced, reactive HR environment	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 and ability to work to tight deadlines whilst maintaining quality standards	E	A, I
	11.	Handles sensitive and confidential information appropriately in line with GDPR	E	A, I
	12.	Self-motivated and able to work practically and logically using own initiative	E	A, I
	12.	Must be able to fulfil the travel requirements of the role.	* <sub>1</sub> E	A, I
<b>Additional Requirements</b>	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 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

\*<sub>1</sub> 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)