PERSON SPECIFICATION

DORSET & WILTSHIRE FIRE AND RESCUE

Job Title	**Estates Administrator**
Department	**Assets**
Job Family	**Technical**

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
Knowledge & Experience	2.	Experience of Estates and Facilities Management	D	A,I
	3.	Previous administrative experience carrying out a range of administrative tasks	E	A,I
	4.	Competent user of Microsoft Office 365 to produce documents, spreadsheets, databases and emails	E	A,I
	5.	Experience of dealing with a variety of stakeholders, both internal and external	E	A,I
Skills & Abilities	6.	Demonstrates a logical approach to problem solving	E	A,I
	7.	Able to administer budgets and understand/obtain value for money	E	A,I
	8.	Flexible approach to work and able to work in a changing environment	E	A,I
	9.	Ability to work on own initiative with good organisational and time management skills	E	A,I
	10.	Ability to work as part of a team	E	A,I
	11.	Effective communication skills and a positive attitude to internal/external customer care	E	A,I
	12.	Able to interpret guidelines and to use own judgment to resolve routine problems and queries within set parameters	E	A,I

	13.	An understanding of the need to maintain confidentiality and comply with GDPR	E	A,I
	14.	Ability to work flexibly in a changing environment and respond to unplanned work demands	E	A,I
Additional Requirements	15.	You must be able to fulfil the travel requirements of the role	E	A,I
	16.	Demonstrates a commitment to equality, diversity and inclusion, adopting a fair and ethical approach to others	E	I
	17.	A willingness to undertake Health & Safety training and comply with statutory responsibilities under Health & Safety legislation.	E	I
	18.	Prepared to undertake specific training as a part of the induction process to develop understanding of Fire Service activities & acquire post entry skills	E	I
	19.	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)