

PERSON SPECIFICATION



DORSET & WILTSHIRE
FIRE AND RESCUE

Job Title	Building Services Officer
Department	Estates, 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
	2.	ECD Level 3 or equivalent	D	A
	3.	Level 3 Property Management qualification or equivalent knowledge and experience	E	A
Knowledge & Experience	4.	Experience of a wide range of administrative tasks in a property management or reactive building maintenance environment	E	A, I
	5.	Experience of procurement	D	A, I
	6.	Experience of using CAD software e.g. "AutoCAD"	D	A, I
	7.	Experience of managing budgets	E	A, I
Skills & Abilities	8.	Excellent communication skills and a positive attitude to internal/external customer care	E	A, I
	9.	Able to work on own initiative with good organisational, prioritisation and time management skills	E	A, I
	10.	Strong attention to detail particularly for accurate technical and financial data entry	E	A, I
	11.	Competent user of Microsoft Office applications	E	A, I
	12.	Able to access, interpret and apply to allocated work tasks a wide range of technical and legislative information	E	A, I
	13.	Flexible approach to work and able to work in a changing environment	E	A, I
Additional Requirements	14.	Must be able to fulfil the travel requirements of the role	E	A, I
	15.	Demonstrates a commitment to equality, diversity and inclusion, adopting a fair and ethical approach to others	E	I

	16.	A willingness to undertake Health & Safety training and comply with statutory responsibilities under Health & Safety legislation.	E	I
	17.	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
	18.	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)