

# PERSON SPECIFICATION – HR029



**DORSET & WILTSHIRE**  
**FIRE AND RESCUE SERVICE**

<b>Job Title</b>	Compliance & Investigations Manager
<b>Department</b>	Area Leadership Team - (Compliance and Investigations Team)
<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.	Qualified to a relevant level 4 qualification or be able to demonstrate a significant level of working experience at this level in a similar discipline	E	A
	3.	Qualified to a CIPD Level 3 (or be working towards this) or an equivalent qualification and/or demonstrable experience of working in a similar environment at this level	E	A
<b>Knowledge &amp; Experience</b>	4.	A good understanding of employment law and good practice	E	A, I
	5.	Demonstrable experience of implementing and reviewing best practice concepts to practical processes	E	A,I
	6.	Experience of managing and leading a diverse team	E	A,I
	7.	Advanced experience of using Microsoft products including Teams, Sharepoint, Outlook, PowerPoint, Word and Excel	E	A,I
	8.	Previous experience of case management of discipline, grievance and bullying and harassment cases	E	A,I
<b>Skills &amp; Abilities</b>	10.	Excellent communication skills and a positive attitude to internal/external customer care	E	I
	11.	Ability to review and analyse data to produce reports and/or make recommendations for Service Improvement	E	A,I
	12.	Ability to develop and deliver documentation and high-level reports	E	A,I

		for strategic management decision making including high level of attention to detail		
	13.	Hold engaging and influencing skills to build and maintain constructive relationships with a wide variety of stakeholders both internal and external to the organisation	E	I
	14.	Effective organisational and time management skills with the ability to work to tight deadlines, within stressful situations whilst maintaining quality of work	E	I
	15.	Handles sensitive and confidential information appropriately and in line with GDPR	E	I
<b>Additional Requirements</b>	16.	Must be able to fulfil the travel requirements of the role.	* <sub>1</sub> E	I
	17.	Demonstrates a commitment to equality, diversity and inclusion, adopting a fair and ethical approach to others	E	I
	18.	A willingness to undertake Health & Safety training and comply with statutory responsibilities under Health & Safety legislation.	E	I
	19.	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
	20.	A willingness to travel and work throughout both Counties and outside the Service area as and when required	E	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)