PERSON SPECIFICATION – HR029

DORSET & WILTSHIRE FIRE AND RESCUE

Job Title	**Building Services Compliance Officer**
Department	**Estates**
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.	ABIFM, MBIFM or similar equivalent (Note: a commitment to working towards an appropriate qualification may be acceptable)	E	A
Knowledge & Experience	3.	Previous experience in a Building Services/Estates legislative compliance environment or similar	E	A, I
	4.	Previous experience working with Building or Construction management information systems or databases	D	A, I
	5.	Proficient in the use of MS office products and databases (sound knowledge of Excel)	E	A, I
Skills & Abilities	6.	Ability to handle commercially sensitive and confidential information appropriately	E	A, I
	7.	Excellent communication skills with a positive attitude to internal/external customer care	E	A, I
	8.	Excellent time management skills and the ability to work unsupervised to accomplish set tasks and routines	E	A, I
	9.	Ability to assist in developing processes and procedures	D	A, I
	10.	Ability to work practically and logically using own initiative, while maintaining attention to detail	E	A, I
	11.	Ability to interpret guidelines and respond to routine problems and queries	E	A, I
	12.	Good organisational and analytical skills with the ability to work to tight deadlines whilst maintaining quality standards	E	A, I

	13.	Ability to work as part of a team	E	A, I
	14.	Ability to work flexibly and respond to unplanned work demands	E	A, I
Additional Requirements	15.	Full valid driving licence and be able to fulfil the travel requirements of the role. Use of own vehicle will be required	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 Estate functions and Fire Service activities and 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)