

# PERSON SPECIFICATION – HR029



**DORSET & WILTSHIRE  
FIRE AND RESCUE**

<b>Job Title</b>	Asset Systems Officer
<b>Department</b>	Assets
<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.	NVQ 3 or equivalent vocational qualification in a related subject area	E	A
<b>Knowledge &amp; Experience</b>	3.	Experience of extracting data from and interrogating databases	E	A, I
	4.	Commitment to achieve agreed outcomes and targets	E	A, I
	5.	Proven experience of working with statistical collection and collation of data	E	A, I
	6.	Experience of contract management	D	A, I
	7.	Experience of analysing and evaluating complex data	D	A, I
	8.	Experience of quality control processes within databases	D	A, I
	9.	Knowledge of working within data protection and confidentiality procedures	D	A, I
<b>Skills &amp; Abilities</b>	10.	Ability to work under own initiative and to be flexible	E	A, I
	11.	Ability to work as a member of a team	E	A, I
	12.	Proficient in the following software: MS Excel, MS Word, MS PowerPoint and use of the internet	E	A, I
	13.	Excellent communication skills to work across the organisation with all levels of staff and a positive attitude to internal/external customer care	E	A, I
	14.	Ability to prioritise and work under pressure when required, without loss of quality or accuracy	E	A, I
	15.	Ability to design, develop and deliver training	E	A, I

	16.	Work practically and logically	D	A, I
<b>Additional Requirements</b>	17.	Full valid driving licence and be able to fulfil the travel requirements of the role. Use of own vehicle will be required	* <sub>1</sub> E	A, I
	18.	Demonstrates a commitment to equality, diversity and inclusion, adopting a fair and ethical approach to others	E	I
	19.	A willingness to undertake Health & Safety training and comply with statutory responsibilities under Health & Safety legislation.	E	I
	20.	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
	21.	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)