

PERSON SPECIFICATION – HR029



**DORSET & WILTSHIRE
FIRE AND RESCUE**

Job Title	Civil Contingencies Officer – Training and Exercising
Department	Dorset Civil Contingencies Unit
Job Family	Specialist

Category	No.	Requirements	Essential (E) or Desirable (D)	Evidence: A,I,P,O (see key)
	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 relevant degree level, or equivalent managerial qualification in training and exercising or emergency planning, or able to demonstrate significant level of graduate calibre experience at a senior level in a relevant sector	E	A, I
Knowledge & Experience	3.	Previous recent relevant experience in a similar role	E	A, I
	4.	Experience of planning, arranging and delivering a programme of training	E	I
	5.	Sound knowledge of the Civil Contingencies Act 2004 and other relevant emergency planning statutory and non-statutory guidance	D	A, I
	6.	Experience of providing advice and guidance within field of work when working through complex matters	D	I
	7.	Experience of monitoring budgets and resources	D	I
	8.	Excellent IT skills and knowledge of Microsoft Office	E	A, I
	9.	Experience of creating objectives and monitoring service delivery	D	A, I
	10.	Experience of formulating and implementing procedures when working in a multi-agency context	D	A, I
	11.	Experience of performance and quality monitoring and reporting	D	A, I
Skills & Abilities	12.	Ability to work on own initiative with good organisational and time management skills	E	I
	13.	Excellent communication skills and a	E	A, I

		positive attitude to internal/external customer care		
	14.	Demonstration of confidence in presentation skills and the ability to address large multi-agency / multi-disciplinary audiences	E	A, I
	15.	Ability to demonstrate a cooperative and supportive style and to work collaboratively as a team member	E	I
	16.	Ability to prioritise workload and plan and re-schedule as necessary to meet changing requirements	E	I
	17.	Excellent written skills to produce reports for the Dorset Local Resilience Forum.	E	I
	18.	Ability to conduct and chair meetings at all levels	E	A, I
	19.	Demonstrates a positive attitude to internal/external customer care and to creatively resolving issues	E	A, I
	20.	Collaborative approach and can build and maintain constructive relationships to facilitate sharing of good practice	E	A, I
	21.	Ability to problem solve and work under pressure when acting as Duty Officer in response to an incident	E	I
Additional Requirements	22.	Full valid driving licence and be able to fulfil the significant travel requirements of the role. Use of own vehicle will be required	E	A
	23.	Demonstrates a commitment to equality, diversity and inclusion, adopting a fair and ethical approach to others	E	I
	24.	Demonstrates a commitment to health and safety in the work environment	E	I
	25.	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
	26.	A willingness to travel and work throughout the Dorset area and attend meetings or training courses out of this area as required	E	A, I
	27.	A willingness to work in a variety of venues across the County and beyond when required. Occasionally transporting resources and setting up training venues, requiring some degree of lifting and carrying.	E	A, I
	28.	A willingness to work flexibly,	E	A, I

		including some evenings and weekends, as part of duty on-call rota with suitable remuneration.		
	29.	Be willing to undergo a national police vetting process.	E	I

Key to Assessment

- A)** Application
- B)** Interview
- P)** Presentation
- O)** Selection Tests (Psychometric Testing/Job Related)