

# PERSON SPECIFICATION – HR029



DORSET & WILTSHIRE  
FIRE AND RESCUE

Job Title	Equality, Diversity and Inclusion Advisor
Department	People Services
Job Family	Admin

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.	Level 3 qualification or equivalent experience in ED&I or HR	E	A
Knowledge & Experience	3.	Knowledge and understanding of Equality Diversity and Inclusion legislation	E	A, I
	4.	Experience in delivering training or able to demonstrate the skills required for the delivery of training	E	A, I, P
	5.	Previous experience in carrying out a range of administration tasks	E	A, I
	6.	Experience in an ED&I related role	D	A, I
	7.	Experience of using MS Office	E	A, I
	8.	Experience of using databases, recording collating and interpreting data	D	A, I
	9.	Experience of administrating and maintaining confidential data	E	A, I
	10.	Excellent communication skills and a positive attitude to internal/external customer care	E	A, I, P
	11.	Effective organisational and time management skills	D	A, I
Skills & Abilities	12.	Ability to work unsupervised to accomplish set tasks, routines and ad hoc tasks autonomously	E	A, I
	13.	Strong attention to detail with the ability to work to tight deadlines whilst maintaining quality standards	E	A, I
	14.	Ability to deal with situations in a confidential, diplomatic manner.	E	A, I
	15.	Ability to interpret guidelines and procedures to solve problems and provide advice	E	A, I
	16.	Ability to create, integrate and maintain	E	A, I

<b>Additional Requirements</b>		systems		
	17.	Ability to work flexibly in a changing environment and respond to unplanned demands	E	A, I
	18.	Full valid driving licence is required and must be able to fulfil the travel requirements of the role. Use of own vehicle will be required.	E	A, I
	19.	A willingness to undertake some evening work to support the delivery of ED&I training to staff, including operational on-call staff at drill nights	E	A, I
	20.	Demonstrates a strong commitment to equality, diversity and inclusion, adopting a fair and ethical approach to others	E	I
	21.	A willingness to undertake Health & Safety training and comply with statutory responsibilities under Health & Safety legislation.	E	I
	22.	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
	23.	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)