

PERSON SPECIFICATION – HR029



**DORSET & WILTSHIRE
FIRE AND RESCUE**

Job Title	Corporate Assurance Officer
Department	Service Improvement
Job Family	Manager

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.	Qualified to degree level, or equivalent qualification, or able to demonstrate significant level of graduate calibre experience at a senior level in a relevant sector	E	A
	3.	Knowledge and understanding of quality assurance and corporate governance	E	A, I
	4.	Knowledge and working experience in organisational inspections and audits	E	A, I
Knowledge & Experience	5.	Experience of communicating with and reporting to senior managers and Members	E	A, I
	6.	Knowledge and experience of corporate risk management	E	A, I
	7.	Experience in undertaking work of a complex nature which requires advanced / high level knowledge and skills across a range of specialist disciplines	D	I
	8.	Working knowledge of corporate assurance best practise, frameworks and processes	D	A, I
	9.	Experience in coordinating the delivery of organisational improvement plans	D	A, I
Skills & Abilities	10.	Excellent communication skills, including presenting and written communication and a positive attitude to internal/external customer care	E	A, I
	11.	Ability to engage, influence, build and maintain constructive relationships with a wide variety of stakeholders both internal and external	E	A, I

	12.	Ability to handle a broad range of tasks to plan and prioritise workloads with good attention to detail	E	A, I
	13.	Effective organisation and time management skills whilst maintaining quality of work	E	A, I
	14.	Ability to work to tight deadlines in pressurised environments and cope well with stressful situations	E	A, I
	15.	Be proactive in seeking out new ways of working and continuous improvement	E	A, I
Additional Requirements	16.	Must be able to fulfil the travel requirements of the role.	E	A, 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	A, I

Key to Assessment

A) Application

I) Interview

P) Presentation

O) Selection Tests (Psychometric Testing / Job Related)