

PERSON SPECIFICATION



Job Title	Recruitment Administrator
Department	People Services
Job Family	Administrative Support

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
Knowledge & Experience	2.	Previous relevant experience of working in an administrative and recruitment environment	E	A, I
	3.	Competent user of Microsoft Office or other software and databases to produce documents, spreadsheets and emails	E	A
	4.	Knowledge of employment legislation relevant to the role	D	A, I
Skills & Abilities	5.	Ability to handle sensitive and confidential information appropriately	E	A, I
	6.	Excellent communication skills and a positive attitude to internal and external customer care	E	A, I
	7.	Ability to work unsupervised to accomplish set tasks and routines	E	A, I
	8.	Ability to assist in developing processes and procedures	E	A, I
	9.	Ability to work practically and logically using own initiative, while maintaining attention to detail	E	A, I
	10.	Ability to interpret guidelines and respond to routine problems and queries	E	I
	11.	Good organisational and time management skills	E	I
	12.	Excellent attention to detail with the ability to work to tight deadlines whilst maintaining quality standards	E	I, O
	13.	Ability to work as part of a team	E	I
Additional Requirements	14.	Must be able to fulfil the travel requirements of the role	*1 E	A, I
	15.	Demonstrates a commitment to equality, diversity and inclusion, adopting a fair and ethical approach to others	E	I
	16.	A willingness to undertake Health & Safety training and comply with statutory responsibilities under Health & Safety legislation.	E	I
	17.	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
	18.	A willingness to travel and work throughout both Counties and outside the Service area as and when required	E	A, I

*1 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)