

PERSON SPECIFICATION – HR029



**DORSET & WILTSHIRE
FIRE AND RESCUE**

Job Title	Equality, Diversity & Inclusion Support Officer
Department	People Services
Job Family	Specialist

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.	Role specific qualification at Level 4 or above; or equivalent managerial qualification, or equivalent demonstrable working experience at this level in ED&I or HR	E	A
	3.	CIPD qualification	D	A
Knowledge & Experience	4.	A basic knowledge and understanding of Safeguarding	E	A, I
	5.	Previous working experience or demonstrable knowledge and understanding of Equality Diversity and Inclusion legislation including Equality Act 2010 and Public Sector Equality Duty	E	A, I
	6.	Previous experience in delivering training or promoting equality, diversity and inclusion; or can demonstrate transferable experience	E	A, I, P
	7.	Experience of supervising or supporting staff and working with various internal and external stakeholders	E	A, I
	8.	Previous experience of analysing data, producing reports, and presenting results to stakeholders at all levels	E	A, I
	9.	Experience of managing or leading on new projects and initiatives	E	A, I
Skills & Abilities	10.	Rounded communication skills, considering different views with diplomacy and discretion, and able to influence positively	E	A, I

	11.	Able to work unsupervised, flexibly and creatively within and across teams to achieve collective goals	E	A, I
	12.	Ability to prioritise and work flexibly in a changing environment and respond to unplanned demands	E	A, I
	13.	Excellent research, analysis, planning and organisational skills	E	A, I
	14.	Proficient in Microsoft Office and able to learn and work with other similar digital products	E	A
	15.	Awareness of the benefits of AI technology for individual and team productivity	D	A
Additional Requirements	16.	Full valid driving licence and be able to fulfil the significant travel requirements of the role. Use of own vehicle will be required	* ₁ 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

*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)