

# PERSON SPECIFICATION – HR029



**DORSET & WILTSHIRE  
FIRE AND RESCUE**

<b>Job Title</b>	Incident Command Technical Writer
<b>Department</b>	People Services – Operational Training
<b>Job Family</b>	Technical

<b>Category</b>	<b>No.</b>	<b>Requirements</b>	<b>Essential (E) or Desirable (D)</b>	<b>Evidence: A, I, P, O (see key)</b>
<b>Education &amp; Qualifications</b>	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.	Hold or be willing to work towards a level 3 educational teaching qualification	E	A, I
	3.	Hold, or be willing to work towards an assessor qualification (A1 or equivalent)	E	A, I
<b>Knowledge &amp; Experience</b>	4.	Experience of providing advice and guidance within specialist training field	D	A, I
	5.	Experience of organising and delivering training & preparing training resources	E	I, P
	6.	Experience of using Microsoft Office and using databases	E	A
	7.	Previous experience in managing data as a result of assessment activities	D	A, I
	8.	Experience of using and designing multimedia packages (e.g. virtual assessment training systems, scenario packages, e-learning training)	E	A, I
	9.	Experience in the installation and maintenance of hardware and software	E	A, I
	10.	Manage and maintaining training resources and equipment	E	A, I
	11.	Have an understanding of Incident Command and able to apply this to building scenarios	D	A, I
<b>Skills &amp; Abilities</b>	12.	Excellent communication and presentation skills and a positive attitude to internal/external customer care	E	A, I, P
	13.	Able to work in a changing environment & respond to unplanned work demands	E	A, I
	14.	Ability to work under pressure and to meet tight deadlines	E	A, I, P

	15.	Ability to produce a high standard of work and maintain quality standards	E	A, I
	16.	Able to demonstrate a co-operative & supportive style & to work collaboratively as a team member	E	I
	17.	Ability to exercise creativity and make decisions within prescribed frameworks	E	I
	18.	Ability to prioritise workloads and demonstrate effective planning and organisational skills	E	A, I
	19.	Demonstrate a logical approach to problem solving & decision making	E	A, I
	20.	Able to exercise sensitivity and recognise different needs of learners	E	I
<b>Additional Requirements</b>	21.	Must be able to fulfil the travel requirements of the role.	* <sub>i</sub> E	A, I
	22.	Demonstrates a commitment to equality, diversity and inclusion, adopting a fair and ethical approach to others	E	I
	23.	A willingness to undertake Health & Safety training and comply with statutory responsibilities under Health & Safety legislation.	E	I
	24.	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
	25.	Prepared to work flexibly (including evening & weekend commitments)	E	I
	26.	A willingness to travel and work throughout both Counties and outside the Service area as and when required	E	A, I
	27.	Must be prepared to undertake physical elements of role, including manual handling and outdoor work	E	I

\*<sub>i</sub> 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)