

# PERSON SPECIFICATION – HR029



**DORSET & WILTSHIRE  
FIRE AND RESCUE**

<b>Job Title</b>	Road Safety Coordinator
<b>Department</b>	Prevention
<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.	Educated to level 3 NVQ or equivalent. Hold or be prepared to work towards a PTLLS (Preparing to Teach in Life Long Learning Sector) level 3 qualification	E	A
	3.	Hold or be willing to work towards a recognised Road Safety Practitioners qualification	E	A
<b>Knowledge &amp; Experience</b>	4.	Knowledge and understanding of Safeguarding procedures and reporting systems	E	A, I
	5.	Experience of delivering in educational establishments	E	A, I
	6.	Able to demonstrate an understanding of working with diverse groups and differing needs, particularly children and young people	E	A, I
	7.	Experience of developing, organising, and delivering training or education	E	A, I, P
	8.	Understand the importance of using age and ability appropriate programs and resources	E	A, I, O, P
	9.	Experience of working with other professionals	E	A, I
	10.	Knowledge and experience of working with Microsoft Office and other IT packages. A willingness to learn any specialised programmes as required	E	A, I
<b>Skills &amp; Abilities</b>	11.	Excellent communication skills and a positive attitude to internal/external customer care	E	A, I, P
	12.	Able to work in a changing environment & respond to unplanned work demands	E	A, I
	13.	Ability to exercise creativity and make	E	A, I, P

		decisions within prescribed frameworks		
	14.	Effective organisational and time management skills	E	A, I
	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	A, I
	17.	Able to understand and comply with the requirements of risk assessments	E	A, I
	18.	Able to communicate effectively at all levels to different audiences, with a positive attitude to internal / external customer care	E	A, I
	19.	Engaging and effective presentation skills	E	A, I, O
<b>Additional Requirements</b>	20.	Full valid driving licence and be able to fulfil the significant travel requirements of the role. Use of own vehicle will be required	* <sub>1</sub> E	I
	21.	Demonstrates a commitment to equality, diversity and inclusion, adopting a fair and ethical approach to others	E	I
	22.	A willingness to undertake Health & Safety training and comply with statutory responsibilities under Health & Safety legislation.	E	I
	23.	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
	24.	A willingness to travel and work throughout both Counties and outside the Service area as and when required	E	A, I
	25.	Suitable for the post working with vulnerable adults / children and young people	* <sub>2</sub> E	I

\*<sub>1</sub> A Service vehicle may be available, please note Service vehicles are manual transmission only.

\*<sub>2</sub> An individual's suitability to work with children / adults at risk will be assessed through the background checks undertaken as part of the pre-employment process.

### **Key to Assessment**

**A)** Application

**I)** Interview

**P)** Presentation

**O)** Selection Tests (Psychometric Testing / Job Related)