

PERSON SPECIFICATION – HR029



**DORSET & WILTSHIRE
FIRE AND RESCUE**

Job Title	Apprenticeships and Talent Development Officer
Department	Learning and Organisational Development
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.	Qualified to relevant level 4, or able to demonstrate significant experience at a senior level in a relevant sector	E	A
	3.	Experience of assessing others within a qualification or competency framework	D	A
Knowledge & Experience	4.	Experience of using Microsoft Office, Sharepoint and reporting systems	E	A, I
	5.	Knowledge of apprenticeship standards, levy and government requirements	D	A
	6.	Experience of design and / or delivery of development programmes	E	A
	7.	Experience of financial reporting and monitoring	E	A, I
	8.	Experience of project management and planning work to meet delivery schedules	E	A, I
Skills & Abilities	9.	Excellent communication skills and a positive attitude to internal/external customer care	E	A, I
	10.	Able to build good working relationships with a wide range of stakeholders to promote apprenticeship and further education opportunities	E	A, I
	11.	Ability to support and supervise learners and line managers throughout their apprenticeship journey	E	A, I
	12.	Ability to analyse data and identify trends to maximise return on investment for apprenticeship and further education activity	E	A, I

	13.	Effective organisational and time management skills to plan work to tight deadlines whilst maintaining high quality of work	E	A, 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)