

PERSON SPECIFICATION –



Job Title	People Projects, Data and Change Coordinator
Department	People Operations
Job Family	Technical

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 CIPD Level 3 or an equivalent qualification or hold an equivalent undergraduate qualification or demonstrable HR work experience at this level	E	A
Knowledge & Experience	3.	Previous relevant experience in a similar role	E	A, I
	4.	Previous relevant experience of supporting change projects	E	A, I
	5.	Previous experience of managing and monitoring confidential data for trend analysis and performance reporting	E	A, I
	6.	Experience of developing and maintaining confidential file structures for the function ensuring compliance with retention schedules and data security	E	A, I
	7.	Experience of providing advice and guidance on a range of issues to support team members, managers and staff to resolve issues relevant to the function	E	A, I
	8.	Knowledge and skills in an HR role and previous experience of working in a fast paced, reactive HR environment	E	A, I
	9.	Experience of supporting the development of HR policies and procedures relevant to the function and aligned to legislative changes	D	A, I
	10.	Previous experience of using office software applications and relevant HR Systems	E	A, I
Skills & Abilities	11.	Effective organisational and time management skills and ability to work to tight deadlines whilst maintaining quality standards	E	A, I
	12.	Self-motivated and able to work practically and logically using own initiative	E	A, I
	13.	Effective verbal and written communication skills and able to	E	A, I

		demonstrate a positive attitude to internal /external customer care		
	14.	Handles sensitive and confidential information appropriately and in line with GDPR	E	A, I
Additional Requirements	15.	Must be able to fulfil the travel requirements of the role, prepared to travel across the service's geographical area for key meetings and briefings	*1 E	A, I
	16.	Demonstrates a commitment to equality, diversity and inclusion, adopting a fair and ethical approach to others	E	I
	17.	A willingness to undertake Health & Safety training and comply with statutory responsibilities under Health & Safety legislation.	E	I
	18.	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
	19.	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)