

# PERSON SPECIFICATION – HR029



<b>Job Title</b>	Fire Safety Advisor, Auditor & Inspector
<b>Department</b>	Protection
<b>Job Family</b>	Specialist

Category	No.	Requirements	Essential (E) Desirable (D) or N/A Advisor	Essential (E) Desirable (D) or N/A Auditor	Essential (E) Desirable (D) or N/A Inspector	Evidence: 1, 2, 3
<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	E	E	1
	2.	Fire Safety Adviser NVQ Level 3 or demonstrate the ability to work towards this within an agreed time frame	E	N/A	N/A	1
	3.	Hold a level 4 Certificate or above (or equivalent) in Fire Safety having followed the NFCC competency framework	N/A	E	E	1, 2
	4.	Hold a level 4 Diploma (or equivalent) in Fire Safety having followed the NFCC competency framework	N/A	N/A	E	1, 2
	5.	Relevant qualification in Health and Safety	N/A	D	D	1, 2
	6.	Fire Safety Advisor – Demonstrate you have researched and have a basic understanding. Auditor and Inspector – Knowledge and understanding of current Fire Safety legislation including the Regulatory Reform (Fire Safety) order 2005	E	E	E	1, 2

<b>Knowledge &amp; Experience</b>	7.	Knowledge and understanding of Safeguarding procedures and reporting systems	E	E	E	1, 2
	8.	Knowledge and understanding of current Fire Safety Legislation including the Regulatory Reform (Fire Safety) order 2005	N/A	E	E	1, 2
	9.	Have at least one year's previous experience gained working at level 3 or above within a technical fire safety role, working with the Regulatory Reform (Fire Safety) Order (2005)	N/A	D	D	1, 2
	10.	Have at least two years previous experience gained within a technical fire safety role, working with the Regulatory Reform (Fire Safety) Order (2005)	N/A	N/A	D	1, 2
	11.	Experience of conducting Fire Safety Risk Assessments	N/A	D	D	2
	12.	Experience of developing, reviewing and implementing procedures	D	D	D	2
	13.	Able to demonstrate a co-operative and supportive style towards team working	E	E	E	1, 2
	14.	Experience of using Microsoft Office (Including Outlook) and database packages	E	E	E	1, 2
	15.	Able to demonstrate effective planning and organisational skills with an ability to prioritise workloads and respond to unplanned work demands	E	E	E	1, 2
<b>Skills &amp; Abilities</b>	16.	Demonstrates a logical approach to problem solving and decision making	E	E	E	1, 2
	17.	Excellent communication skills with a positive attitude to internal/external customer care, exercising tact and sensitivity in difficult situations	E	E	E	1, 2
	18.	A commitment to personal development	E	E	E	2
	19.	Self-motivated and able to work unsupervised using own initiative	E	E	E	2

	20.	Ability to interpret guidelines and procedures to problem solve and provide advice	D	E	E	1, 2
	21.	Strong attention to detail with the ability to work to tight deadlines whilst maintaining quality standards.	D	E	E	2
	22.	* <sub>1</sub> Full valid driving licence and be able to fulfil the significant travel requirements of the role.	E	E	E	1
	23.	Willingness / ability to work flexibly, including occasional evening and weekend work as required	E	E	E	2
	24.	Demonstrates a commitment to equality, diversity and inclusion, adopting a fair and ethical approach to others	E	E	E	2
<b>Additional Requirements</b>	25.	Demonstrates a commitment to health and safety in the work environment	E	E	E	2
	26.	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	E	E	2
	27.	A willingness to travel and work throughout both Counties and outside the Service area as and when required	E	E	E	2
	28.	* <sub>2</sub> Suitable for the post working with vulnerable adults / children and young people.	E	E	E	1, 2

\*<sub>1</sub> Please note Service vehicles are manual transmission only.

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

### **Key to Assessment**

1. Application Form
2. Interview

### 3. Selection Tests (Psychometric Testing / Job Related / Presentation)