

PERSON SPECIFICATION – HR029



**DORSET & WILTSHIRE
FIRE AND RESCUE**

Job Title	Home Fire Safety Advisor
Department	Prevention
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
Knowledge & Experience	2.	Knowledge and understanding of Safeguarding procedures and reporting systems	E	A, I
	3.	Relevant experience in a similar role (e.g. housing officer, health visitor, counselling or similar person-centred role)	E	A, I
	4.	Knowledge and understanding of diverse communities	E	A, I
	5.	Experience of working with external partners	E	A, I
	6.	Excellent communication skills and a positive attitude to internal and external customer care	E	A, I
	7.	Knowledge and understanding of manual handling and ability to undertake practical tasks	E	A, I
	8.	Experience of supporting training and external events	D	A, I
	9.	Experience of using computer applications as well as recording and collating sensitive data and statistics	D	A, I
	10.	Ability to provide effective advice and guidance within frameworks	E	A, I
	11.	Ability to work unsupervised using your initiative to prioritise and accomplish set tasks and routines	E	A, I
	12.	Well organised with strong attention to detail to keep record systems up to date and confidential where necessary	E	A, I
	13.	Ability to handle sensitive information in line with policy	E	A, I
Additional Requirements	14.	Full valid driving licence and be able to fulfil the significant travel requirements of the role. Service vehicle will be	* ₁ E	I

		provided.		
	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
	19.	Suitable for the post working with vulnerable adults / children and young people	* ₁ E	I

*₁ A Service vehicle may be available, please note Service vehicles are manual transmission only.

*₂ 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)