

PERSON SPECIFICATION



DORSET & WILTSHIRE
FIRE AND RESCUE

Job Title	Recruitment Advisor
Department	People Services
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.	Post specific qualification at Level 3 or above, or relevant experience of working in the HR environment at that level	E	A
Knowledge & Experience	3.	Broad knowledge of working in an HR environment with experience of providing advice and guidance in an HR setting	E	A, I
	4.	Experience of meeting best practice guidelines and employment legislation requirements, minimising organisational risk	E	A, I
	5.	Experience in all aspects of Recruitment and Selection	E	A, I
	6.	Relevant experience of implementing and reviewing best practice concepts into practical processes	D	A, I
	7.	Previous experience of using office software applications	E	A, I
	8.	Previous experience of using relevant HR systems	D	A, I
Skills & Abilities	9.	Effective organisational and time management skills and ability to work to tight deadlines whilst maintaining quality standards and attention to detail	E	A, I
	10.	Self-motivated with the ability to work practically and logically using own initiative	E	A, I
	11.	Ability to work effectively as part of a team, maintaining strong working relationships across the Service and fulfilling a line management role providing guidance, support and development to staff	E	A, I
	12.	Ability to work flexibly in a changing environment and respond to unplanned work demands	E	A, I
	13.	Commitment and ability to maintain best practice standards in Recruitment and Selection	E	I

	14.	Effective communication skills and able to demonstrate a positive attitude to internal/external customer care	E	A, I
	15.	Ability to handle sensitive and confidential information appropriately	E	A, I
Additional Requirements	16.	Must be able to fulfil the travel requirements of the role	E	A, I
	17.	Demonstrates a commitment to equality, diversity and inclusion, adopting a fair and ethical approach to others	E	I
	18.	A willingness to undertake Health & Safety training and comply with statutory responsibilities under Health & Safety legislation.	E	I
	19.	A willingness to travel and work throughout both Counties and outside the Service area as and when required	E	A, I
	20.	Prepared to undertake specific training as a part of the induction process to develop an understanding of Fire Service activities and acquire post entry skills	E	I

Key to Assessment

A) Application

I) Interview

P) Presentation

O) Selection Tests (Psychometric Testing / Job Related)