

PERSON SPECIFICATION – HR029



**DORSET & WILTSHIRE
FIRE AND RESCUE**

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|-------------------|---------------------------|
| Job Title | Executive Support Advisor |
| Department | Corporate Support |
| Job Family | General |

| Category | No. | Requirements | Essential (E) or Desirable (D) | Evidence: A,I,P,O |
|---------------------------------------|-----|---|--------------------------------|-------------------|
| Education & Qualifications | 1. | 4 GCSE passes - Grade A* - C / 9 - 4, including English and Mathematics / equivalent Level 2 qualification / or higher-level relevant qualification | E | A |
| | 2. | A level, NVQ 3 or equivalent in a relevant subject area, or equivalent and demonstrable working experience at this level. | E | A |
| Knowledge & Experience | 3. | Executive (Board Level) Personal Assistant experience or recent experience in a supporting role carrying out a range of administrative tasks | E | A, I |
| | 4. | Advanced knowledge of Microsoft products, including Teams, PowerPoint, Word, Excel and Outlook | E | A, I |
| | 5. | Experience in setting up, attending and preparing executive leaders for critical meetings, seminars and other high-level appointments | E | A, I |
| | 6. | Understanding of GDPR and implications for use and holding of data | E | A, I |
| Skills & Abilities | 7. | Highly organised, with the ability to handle a broad range of tasks and to plan and prioritise workloads, maintaining accuracy when under pressure | E | A, I |
| | 8. | Ability to manage professional relationships with internal staff and external stakeholders including Senior Management | E | A, I |
| | 9. | Excellent communication skills and a positive attitude to internal/external customer care | E | A, I |
| | 10. | Ability to work unsupervised and as part of a team | E | A, I |
| | | Ability to establish, implement | D | A, I |

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|--------------------------------|-----|--|----|------|
| | 11. | and maintain effective administrative systems | | |
| | 12. | The ability to work with numbers and present data for management meetings | D | A, I |
| Additional Requirements | 13 | Must be able to fulfil the travel requirements of the role | *E | A, I |
| | 14. | Demonstrates a commitment to equality, diversity and inclusion, adopting a fair and ethical approach to others | E | I |
| | 15. | A willingness to undertake Health & Safety training and comply with statutory responsibilities under Health & Safety legislation. | E | I |
| | 16. | 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 |
| | 17. | A willingness to travel and work throughout both Counties and outside the Service area as and when required | E | A, I |

* 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)