

SOUTH WALES FIRE AND RESCUE SERVICE
PERSON SPECIFICATION

DEPARTMENT	Fleet and Engineering Services
POST TITLE	Head Of Fleet & Engineering Services
POST NO	NU030
GRADE	Grade 18 + 10% on call allowance
LOCATION	Fire Service Headquarters

Essential criteria marked in **bold with an asterisk*** will be used for short-listing purposes. Please ensure you address these requirements in your Application Form (under the 'Experience and Other Information' section). You should provide clear evidence that demonstrates you meet each area based on your skills, knowledge, experience and abilities relevant to the post.

Where a qualification is highlighted as being an 'Essential Criteria', you will be required to provide a copy of your Certificates with your Application Form.

Factor	Evidence	Essential/ Desirable	How Identified
Qualifications	Engineering Management Qualification meeting any of the following – Degree, Full Technological Certificate, HNC, ONC or equivalent*	Essential*	Application*
	Incorporated Engineer / Eng Tech Status (Engineering Council) or equivalent*	Essential*	Application*
	International / National CPC*	Essential*	Application*
	Full Valid Category 'B' Driving Licence*	Essential*	Application*
	Cat 'C' and 'D1' Driving Licence	Desirable	Application
	Corporate Membership of a Professional Body – SOE / IRTE / IMI.	Desirable	Application
	IOSH / NEBOSH Qualified	Desirable	Application
Knowledge/ Experience	Experience of managing a large Fleet & Engineering Department in a Blue Light (or equivalent) environment.*	Essential*	Application*/ Selection*
	Experience of Budget Planning and Management.	Essential*	Application/ Selection*
	Experience of planning and reviewing PPM schedules.	Essential	Selection
	Experience of planning and reviewing VRP's.	Essential	Selection

	Experience of Managing a large multi-skilled Department and motivating Staff at all levels.	Essential	Selection
	Experience of dispute management within a multi-skilled work-force.	Essential	Selection
	Experience of writing Technical Reports and Vehicle Specifications.	Essential	Selection
	Experience of evaluating Tender Returns, marking criteria and Contractor selection.	Essential	Selection
	Demonstrate computer literacy with a sound knowledge of Microsoft Office Packages i.e. Word, Excel, Outlook.	Desirable	Selection
Personal Style	Ability to work in full compliance with Organisational policy and legislative guidance, respecting any sensitive information that is presented.	Essential	Selection
	Proactive in supporting change, and the ability to adjust approach to meet changing requirements.	Essential	Selection
Intrapersonal	Ability to communicate effectively both orally and in writing to a wide range of audiences including Departmental Staff, Senior Officers and Fire Authority Members.	Essential	Selection
	Commitment to and ability to develop self, individuals, teams and others, to improve organisational effectiveness.	Essential	Selection
Task	Ability to understand and apply relevant information to make appropriate decisions	Essential*	Application*/ Selection*
	Ability to maintain an active awareness of the environment to promote safe and effective working within a large team.	Essential*	Application*/ Selection*
	Ability to lead others to achieve excellence by the establishment, maintenance and management of performance requirements.	Essential	Selection

This role involves frequent travel between sites throughout the South Wales area and beyond to Suppliers throughout the UK. The successful candidate must be able to travel independently with transport provided by Fleet and Engineering Services.

