

**SOUTH WALES FIRE AND RESCUE SERVICE**  
**PERSON SPECIFICATION**

<b>DEPARTMENT</b>	<b>People Services</b>
<b>POST TITLE</b>	<b>Equality, Diversity &amp; Inclusion Lead</b>
<b>POST NO</b>	<b>504865</b>
<b>GRADE</b>	<b>12</b>
<b>LOCATION</b>	<b>Fire Service Headquarters</b>

Please ensure you address the Essential Criteria marked in **bold with an asterisk\*** requirements in your Application Form. You should provide clear evidence that demonstrates you meet each area based on your skills, knowledge experience and abilities relevant to the post.

Please include in your application details of any essential/desirable qualifications outlined in the Person Specification below.

<b>Factor</b>	<b>Evidence</b>	<b>Essential/ Desirable</b>	<b>How Identified</b>
<b>Qualifications</b>	<b>CIPD Qualified or equivalent and/or relevant experience within a Equality, Diversity, Inclusion role and/or HR environment*</b>	<b>Essential*</b>	<b>Application*</b>
	Professional Membership within the CIPD at Associate Level or above	Desirable	Application
	Evidence of continuing professional development relevant to this role	Desirable	Application
<b>Knowledge/ Experience</b>	<b>Robust and up to date knowledge of Equality law and EDI best practice*</b>	<b>Essential*</b>	<b>Application /Selection*</b>
	<b>Proven experience of leading EDI initiatives*</b>	<b>Essential*</b>	<b>Application/ Selection*</b>
	Knowledge of the application of equalities legislation within the public sector	Essential	Selection
	<b>Experience of planning and leading on multiple workstreams in demanding and ever-changing environments*</b>	<b>Essential*</b>	<b>Application/ Selection*</b>
	Practical experience and knowledge of the Equalities/Integrated Impact Assessment processes	Desirable	Selection

	<p><b>Experience of working to promote and support cultural change within an organisation*</b></p> <p>Practical experience of Microsoft Office packages i.e., Outlook, Word, Excel</p> <p>Ability to speak Welsh</p>	<p><b>Essential*</b></p> <p>Essential</p> <p>Desirable</p>	<p><b>Application/ Selection*</b></p> <p>Selection</p> <p>Selection</p>
<b>Personal Style</b>	<p>Ability to consistently project and promote a confident, controlled and focused attitude in highly challenging situations</p> <p><b>Proactive in promoting change, and the ability to seek opportunities to promote improved organisational effectiveness*</b></p>	<p>Essential</p> <p><b>Essential*</b></p>	<p>Selection</p> <p><b>Application/ Selection*</b></p>
<b>Intrapersonal</b>	<p><b>Ability to lead, involve and motivate others both within your own organisation as well as wider with additional stakeholder groups/ communities*</b></p> <p>Ability to communicate both orally and in writing to a wide range of audiences</p> <p>Commitment to and ability to develop self, individuals and teams to improve organisational effectiveness</p>	<p><b>Essential*</b></p> <p>Essential</p> <p>Essential</p>	<p><b>Application/ Selection*</b></p> <p>Selection</p> <p>Application/ Selection</p>
<b>Task</b>	<p><b>Strong analytical, research and report writing skills with the ability to evaluate information to present clear findings, recommendations and proposals*</b></p> <p>Ability to analyse complex situations using initiative, flexibility and applying best practice to explore, evaluate and recommend solutions and future plans</p>	<p><b>Essential*</b></p> <p>Essential</p>	<p><b>Application/ Selection*</b></p> <p>Selection</p>

**This role may involve frequent travel between sites throughout the South Wales area and on occasion may require work outside of normal office hours in line with the requirements of a 24/7 emergency Service. As such, the successful applicant must be able to travel independently.**