

SOUTH WALES FIRE AND RESCUE SERVICE

PERSON SPECIFICATION

DEPARTMENT	Community Safety & Partnerships
POST TITLE	Home Safety Manager
POST NO	505184
GRADE	11
LOCATION	Fire and Rescue Service Headquarters, Llantrisant

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	SPECIFICATION	ESSENTIAL/ DESIRABLE	HOW IDENTIFIED
Qualifications	HND or equivalent qualification in a business/social care discipline or equivalent work experience	Essential*	*Application form and certificates Where appropriate
	Functional experience of Microsoft Office packages (including Excel, Word PowerPoint & Outlook)	Essential*	*Application form and interview
Knowledge & Experience	Experience of developing and presenting learning, awareness training and promotional materials suitable for a wide variety of audiences.	Essential*	*Application form and selection exercise

	Experience of managing a team	Essential*	Application form and interview
	Experience in partnership working with representatives from private, public and voluntary sectors.	Desirable	Application form and interview
	Experience of managing sensitive managerial and confidential personal data.	Essential	Application form and interview
	Experience of budget monitoring and control	Essential	Application form and interview
Personal Style	<p>Ability to promote and manage diversity and demonstrate a fair and ethical approach in all situations</p> <p>Confident and adaptable in the organisation and continuous improvement of dynamic business process.</p> <p>Must be a team player and be able to communicate and work effectively within a team environment</p> <p>Able to set and meet deadlines.</p> <p>Welsh speaker.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>Application form and interview</p> <p>Application form and interview</p> <p>Application form and interview</p> <p>Application form and interview</p> <p>Application form and interview</p> <p>Selection</p>
Intrapersonal	Must be able to work independently and manage the output of a team.	Essential	Application form and interview

	<p>Able to manage own diary and workload.</p> <p>Able to work without direct supervision for extensive periods of time.</p>	<p>Essential</p> <p>Essential</p>	<p>Application form and interview</p> <p>Application form and interview</p>
Other	Full driving licence and prepared to travel within South Wales area in pool vehicle.	Essential	Application form and interview

