

# PERSON SPECIFICATION – HR029



DORSET & WILTSHIRE  
FIRE AND RESCUE

<b>Job Title</b>	Strategic Estates Project Coordinator
<b>Department</b>	Assets
<b>Job Family</b>	Specialist

Category	No.	Requirements	Essential (E) or Desirable (D)	Evidence: A, I, P, O (see key)
<b>Education &amp; Qualifications</b>	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.	Project Management qualification, PRINCE2 or equivalent experience in a similar role	E	A
	3.	Level 4 qualification in a relevant subject e.g. Business administration, project management	E	A
<b>Knowledge &amp; Experience</b>	4.	Experience of working across multiple projects	E	A, I
	5.	Proven experience in a similar role	E	A, I
	6.	Experience in developing and maintaining effective working relationships with both internal and external partners	E	A, I
	7.	Experience of evaluating impacts and benefits of change programmes	E	A, I, P, O
	8.	Experience of analysing complex documents and data to develop reports and recommendations for subsequent managerial action	E	A, I, P, O
	9.	Technical working knowledge of Microsoft products with the ability to develop efficient and effective software reporting systems	E	A, I, P, O
	10.	Experience in producing various reports in an accurate and effective way	E	A, I, P, O
<b>Skills &amp; Abilities</b>	11.	Excellent communication skills and a positive attitude to internal/external customer care	E	A, I
	12.	Ability to work unsupervised when required, but also as part of a team	E	A, I
	13.	Effective organisational and	E	A, I

		prioritisation skills, with the ability to handle a broad range of tasks		
	14.	Ability to work to tight deadlines in pressurised environments and cope well with stressful situations, whilst maintaining professionalism and high quality of work	E	A, I
	15.	Effective report writing and analytical skills, to be able to provide detailed written information to various stakeholders	E	A, I
	16.	Strong influencing, problem solving and decision-making skills	E	A, I
	17.	Strong, proven planning and implementation skills	E	A, I
	18.	Ability to work practically and logically using own initiative	E	A, I
	19.	Ability to engage, influence, build and maintain constructive relationships with a wide variety of internal and external stakeholders at all levels	E	A, I
	20.	Ability to work flexibly in a changing environment & respond to unplanned work demands	E	A, I
<b>Additional Requirements</b>	21.	Full valid driving licence and be able to fulfil the travel requirements of the role	* <sub>1</sub> E	A, I
	22.	Demonstrates a commitment to equality, diversity and inclusion, adopting a fair and ethical approach to others	E	I
	23.	A willingness to undertake Health & Safety training and comply with statutory responsibilities under Health & Safety legislation.	E	I
	24.	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
	25.	A willingness to travel and work throughout both Counties and outside the Service area as and when required	E	A, I

\*<sub>1</sub> 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)