

## Person Specification

<b>Post Title:</b>	Geographical Group Managers Administrative Assistant		
<b>Directorate:</b>	Service Delivery		
<b>Department:</b>	Operational Response		
<b>Location:</b>	Birstall Fire and Rescue Station		
<b>Grade:</b>	B/C	<b>Date:</b>	December 2019

### Guidance Notes

Please note that 'Essential' denotes those requirements which the applicant **must** hold to be shortlisted for interview.

<b>Requirements:</b> E = Essential D = Desirable	<b>Measures</b> 1 = Application Form 2 = Testing 3 = Interview 4 = Other	<b>E/D</b>	<b>Measure</b>
<b>Skills Knowledge and Experience</b>			
	Experience of working with a high degree of accuracy and attention to detail.	E	3
	Good verbal communication skills with the ability to communicate effectively at all levels both in person and telephone.	E	34
	Written communication skills sufficient to construct documents such as letters and memos both internal and external.	E	1,2
	Experience of working effectively in a flexible and responsive way, plan own time and manage workload ensuring that deadlines and time scales are met.	E	1,3
	Ability to create positive working relationships with employees at all levels throughout the organisation, other emergency services, external agencies, local government members and the general public.	E	3
	Experience of and ability to use Microsoft Word sufficient to create, update and format documents and reports.	E	2,3

Requirements: E = Essential D = Desirable	Measures 1 = Application Form      3 = Interview 2 = Testing                      4 = Other	E/D	Measure
	Experience of using Microsoft Outlook sufficient to prioritise, organise, draft and send emails including emails on behalf of others.	E	1,3
	Experience of using Microsoft Excel to create and manipulate spread sheets to produce graphs.	E	2
	Experience of co-ordinating meetings, preparing relevant papers and creating accurate minutes.	E	1,2
	Experience of working as part of a team to achieve team and organisational objectives.	E	1,3
	Ability to use a financial system such as Agresso to manage invoice payments. Ability to administration of Petty Cash	D	3
	Experience of using Microsoft PowerPoint sufficient to create, update and format presentation slides.	D	3
	Ability to use an electronic document management system such as Microsoft SharePoint sufficient to create document libraries, lists and surveys and other similar tasks.	D	3
<b>Equality and Fairness</b>			
	Sound knowledge of, and commitment to, equality and fairness.	E	1,3
<b>Attitude and Motivation</b>			
	Knowledge of the importance of the concept of quality service and customer care.	E	1,3
	Personal integrity and authenticity, able to demonstrate high personal standards when dealing with people and financial matters.	E	3
	A high level of enthusiasm and resilience.	E	3
<b>Other</b>			
	Must be prepared and able, on occasion, to travel to Leicestershire Fire and Rescue Service sites within Leicester, Leicestershire and Rutland.	E	3

Requirements: E = Essential D = Desirable	Measures 1 = Application form      3 = Interview 2 = Testing                      4 = Other	E/D	Measure
<b>Other</b>			
	Must be prepared and able, on occasion, to work outside usual working hours to minute meetings.	E	3
	Must be reliable and flexible to the demands of the role.	E	3

**Guidance Notes**

In weighing the factors “essential” denotes those requirements that the candidate **must** hold. The qualities specified must be strictly based on requirements to perform the job and must not be unnecessarily restrictive or demanding.