

## PERSON SPECIFICATION

**Job Title:** Fire Safety Support Officer

	Essential	Desirable	Measured By Application Form [AF], Interview [I]
<b>Qualifications</b>	Good general standard of education.	National Certificate in Fire Safety and Risk Management.  Recognised teaching or trainer qualification, NVQ 3 or equivalent.	AF & I
<b>Experience / Skills</b>	Ability to present information in a clear and understandable format.  Ability to prioritise.  Ability to read and understand building layout plans.  Ability to create documents in Microsoft Office.  Good interpersonal skills.	Experience of Healthcare Fire Safety.  Evidence of Continuing Learning.  Experience of preparing and delivering training courses.  Experience in carrying out Fire Risk Assessments.  Working knowledge of The Regulatory Reform (Fire Safety) Order 2005.  An understanding of Healthcare Technical Memorandum 05 Fire Safety.	AF & I
<b>Communication Skills</b>	Ability to communicate effectively with a wide range of people and professionals at all levels in the organisation and externally.  Good communication skills both written and verbally.		I  I

<p><b>Specific Job Requirements</b></p>	<p>Ability to access restricted and high-level areas and related working conditions.</p> <p>Ability to work at heights using ladders and scaffolds.</p> <p>Ability to work in confined spaces.</p> <p>Concentration required when providing training, compiling reports.</p>		<p>AF &amp; I</p>
<p><b>Other</b></p>	<p>A flexible approach is necessary to make judgements based upon interpretation when not all the facts are available.</p> <p>Self-motivated and act on own initiative.</p> <p>Has a result orientated perspective.</p> <p>Problem solving approach.</p> <p>Ability to influence others.</p> <p>Ability to build good working relationships.</p> <p>Able to work with a high degree of flexibility and adaptability.</p> <p>Good Organiser.</p>		<p>I</p>