

PERSON SPECIFICATION

POST TITLE: Fire Safety Support Officer

SPECIFICATION	Essential	Desirable	How Identified
Qualifications	<ul style="list-style-type: none"> • Good general standard of education. 	<ul style="list-style-type: none"> • National Certificate in Fire Safety and Risk Management. • Recognised teaching or trainer qualification, NVQ 3 or equivalent. • Business Fire Safety Advisor Apprenticeship. • Fire Risk Assessment qualification. 	Application form and interview
Experience/Skills	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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. 	Application form and interview

Communication Skills	<ul style="list-style-type: none"> • 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. 		Interview
Working Conditions and Environment	<ul style="list-style-type: none"> • Ability to access restricted and high-level areas and related working conditions. • Ability to work at heights using ladders and scaffolds. • Ability to work in confined spaces. • Concentration required when providing training, compiling reports 		Application form and interview
Other	<ul style="list-style-type: none"> • A flexible approach is necessary to make judgements based upon interpretation when not all of the facts are available. • Self-motivated and act on own initiative. • Has a results orientated perspective • Problem solving approach. • Ability to influence others. • Ability to build good working relationships. • Able to work with a high degree of flexibility and adaptability. • Good Organiser. 		Interview

Once completed this document must be agreed then signed and dated by Manager and Post holder:

	Designation	Name	Signature	Date
Manager				
Post Holder				