

Person Specification

Job Title	Home Safety Advisor	Team	Prevention
Salary Grade	Grade 3	Directorate	Community Risk Management
Job Evaluation Reference No	A512		

	Qualifications & Training	Essential	Desirable	Assessment
	A current certificate in First Aid training.		✓	P D
	Experience	Essential	Desirable	Assessment
	Experience of working within communities.	✓		A & I
	Previous experience working within Community Risk Management		✓	A & I
	Knowledge	Essential	Desirable	Assessment
	Knowledge of relevant legislation, i.e. Data Protection etc.		✓	A & I
	Knowledge of the communities in Merseyside.		✓	A & I
	An understanding of the consequences of fire.		✓	A & I
	Good knowledge of Fire /Home Safety.		✓	A & I
	Knowledge of the aims and objectives of Merseyside Fire and Rescue Service and Community Risk Management		✓	A & I
	Skills	Essential	Desirable	Assessment
	Excellent interpersonal skills with the ability to communicate effectively both verbally and in writing with a wide range of people in a clear and accurate manner.	✓		A & I
	Highly motivated.	✓		A & I
	Ability to work to deadlines, which are subject to conflict.	✓		A & I
	Excellent organisation and time management skills, with the ability to prioritise.	✓		A & I
	Diplomacy skills.	✓		A & I
	Ability to use own initiative.	✓		A & I
	Problem solving skills	✓		A & I
	Good level of literacy and numeracy skills.	✓		A & I
	Good IT skills in the use of Microsoft Outlook, Word and Excel.	✓		A & I

	Work Related Circumstances	Essential	Desirable	A & I
	Full UK Driving Licence.	✓		P D

Key to assessment methods:

A – Application form

I - Interview

P D - Produce documentation

Date person specification prepared / revised: 3.2.2017

Prepared / revised by: A. Smith

