TYNE AND WEAR FIRE AND RESCUE SERVICE

**PERSON SPECIFICATION**

**COMMUNITY SAFETY ADMINISTRATOR**

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| **CATEGORY** | **ESSENTIAL** | MEASURE |
| Education/Qualifications | Highly literate and numerate, ensuring correct transfer of information and the production of accurate and legible documentation.  Qualification in an Administrative related subject or substantial work experience relevant to the role. | AF/AC  AF/I/C |
| WORK EXPERIENCE | Experience of working in a busy administrative environment.  Well developed skills enabling the effective co-ordination and monitoring of simultaneous tasks.  Experience of producing reports and information for Senior Management. | AF/I  AF/I  AF/I |
| **Skills/**  **Knowledge/**  **Aptitude** | Knowledge of:  • Administrative practices  Ability to:-  - monitor, manage and report on  systems and procedures  - implement current polices and  procedures within the Prevention  and Education Function  - act on own initiative and work unsupervised  - analyse data and research information  - effectively organise a variety of events and meetings in the Community Safety  Function  - demonstrate effective time management skills to work to conflicting priorities, meet deadlines and targets  - work as an effective team  member  - maintain accurate records  - To update and record  department budgets including  stock control and monitoring  - participate in meetings and take  minutes where necessary   * demonstrate excellent interpersonal skills to enable liaison at all levels | AF/I/AC  AF/I/AC  AF/I/AC  AF/I/AC  AF/I/AC  AF/I/AC  AF/I/AC  AF/I/AC  AF/I/AC  AF/I/AC  AF/I/AC  AF/I/AC |
| Other | Must be able to work to a flexible working scheme, which may include some weekends/evenings.  Demonstrate commitment to safe working principles and practices associated with Health and Safety.  Demonstrate commitment to the principles of Equality and Diversity. | AF/I  AF/I  AF/I |

KEY:

AC ASSESSMENT CENTRE

AF APPLICATION FORM

I INTERVIEW

C CERTIFICATES