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/ACAF/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/IAF/IAF/I |
| **Skills/****Knowledge/****Aptitude** | Knowledge of:• Administrative practicesAbility 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/ACAF/I/ACAF/I/ACAF/I/ACAF/I/ACAF/I/ACAF/I/ACAF/I/ACAF/I/ACAF/I/ACAF/I/ACAF/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/IAF/IAF/I |

KEY:

AC ASSESSMENT CENTRE

AF APPLICATION FORM

I INTERVIEW

C CERTIFICATES