

TYNE AND WEAR FIRE AND RESCUE SERVICE

PERSON SPECIFICATION

APPRENTICESHIP CO-ORDINATOR

CATEGORY	CRITERIA	MEASURE
EDUCATION/ QUALIFICATIONS	<ul style="list-style-type: none"> • Work experience relevant to the role. 	AF/I/C
	<ul style="list-style-type: none"> • Excellent literacy and numeracy 	AF/I/C
WORK EXPERIENCE	<ul style="list-style-type: none"> • Experience of working with apprenticeships, qualifications and the Levy system and development administration/co-ordination 	AF/I
	<ul style="list-style-type: none"> • Experience using relevant management information systems 	AF/I
SKILLS/ KNOWLEDGE/ APTITUDE	<ul style="list-style-type: none"> • Strong organisational and co-ordination skills 	AF/I
	<ul style="list-style-type: none"> • Ability to quickly analyse issues/information and provide realistic, practical solutions 	AF/I
	<ul style="list-style-type: none"> • Able to communicate clearly, whilst able to adapt style to deal with individuals at all levels of the organisation 	AF/I
	<ul style="list-style-type: none"> • High level of persuasive skills 	AF/I
	<ul style="list-style-type: none"> • Ability to provide appropriate, thorough and complete documentation to a high level of accuracy 	AF/I
	<ul style="list-style-type: none"> • Ability to use a range of Microsoft Office applications 	AF/I
	<ul style="list-style-type: none"> • Ability to plan, co-ordinate and track activity to ensure desired outcomes 	AF/I
	<ul style="list-style-type: none"> • Ability to report on progression of tasks and maintain accurate records 	AF/I
	<ul style="list-style-type: none"> • Ability to prioritise work to agreed deadline 	AF/I
	<ul style="list-style-type: none"> • Prepare and produce comprehensive reports 	AF/I
	<ul style="list-style-type: none"> • Work on own initiative and as part of a team 	AF/I
	<ul style="list-style-type: none"> • Work confidentially 	AF/I
	<ul style="list-style-type: none"> • Demonstrate excellent organisation skills 	AF/I
	<ul style="list-style-type: none"> • Demonstrate effective time management skills to work to conflicting priorities, meet deadlines and targets. 	AF/I
	<ul style="list-style-type: none"> • Ability to operate independently and also work as part of a team 	AF/I
	<ul style="list-style-type: none"> • Confidence to raise concerns with individuals regarding their progression and have difficult conversations 	AF/I

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	<p>Knowledge of a range aspects of Apprenticeships:</p> <ul style="list-style-type: none"> • Apprenticeship Reforms • Knowledge of apprenticeships/traineeships, the levy system and learning providers • Knowledge of ESFA frameworks • Knowledge of qualification frameworks • Disciplinary and Grievance principles • Sickness absence principles • E&D legislation / requirements, particularly in relation to the Public Sector Equality Duty • Experience in training development and delivery • Experience of development and delivering appropriate initiatives and participating in forums / network groups 	AF/I
	Demonstrate commitment to safe working principles and practices associated with Health and Safety.	AF/I
	Demonstrate commitment to the principles of Diversity and Equality.	AF/I
OTHER	<p>Must be able to work to a flexible working scheme, which may include some weekends/evenings.</p> <p>NB: This post may be subject to an enhanced DBS check prior to appointment</p>	AF/I

MEASURE CODE

AF	-	Application form	I	-	Interview
C	-	Certificates	AC	-	Assessment Centre