

TYNE AND WEAR FIRE AND RESCUE SERVICE

PERSON SPECIFICATION

Workshop Manager

CATEGORY	CRITERIA	E/D	MEASURE
EDUCATION / QUALIFICATIONS	Degree (or equivalent) in an engineering related subject or substantial work experience relevant to the role.	Essential	AF/II/C
	Excellent literacy and numeracy.	Essential	AF/AC/I
WORK EXPERIENCE	Experience of managing a team, with responsibility for both people and process.	Essential	AF/AC/I
	Experience working in a Vehicles/Equipment/Stores environment.	Essential	AF/AC/I
	Experience of budget preparation and management.	Desirable	AF/AC/I
	Experience of managing a strong Health and Safety culture in an engineering maintenance environment.	Essential	AF/AC/I
SKILLS/ KNOWLEDGE/ APTITUDE	Knowledge of:		
	Principles and practices relating to the maintenance and repair of Service vehicle fleet (principally HGV) and operational equipment	Essential	AF/AC/I
	Fleet/asset management principles	Essential	AF/AC/I
	Applying Lean principles to support efficiency	Desirable	AF/AC/I
	Stores, operations and inventory management	Essential	AF/AC/I
	Budget preparation and management	Desirable	AF/AC/I
	Collaborative arrangements and SLAs	Desirable	AF/AC/I
	Relevant regulations and legislation relating to the operation, maintenance, and repair of Service fleet/assets	Essential	AF/AC/I
	Relevant computerised management information systems	Essential	AF/AC/I
	Ability to:		
	Create and develop policies and procedures	Essential	AF/AC/I
	Plan and prioritise maintenance and repair in the most efficient manner	Essential	AF/AC/I

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	• Critically analyse data and information • Prepare and produce comprehensive reports. • Prepare and produce specifications • Inspect vehicles and equipment effectively • Deliver effective presentations • Work on own initiative and as part of a team • Demonstrate effective time management skills to work to conflicting priorities, meet deadlines and targets. • Demonstrate excellent interpersonal skills to enable liaison at all levels. • Demonstrate well developed IT skills	Essential Essential Desirable Essential Desirable Essential Essential Essential Essential	AF/AC/I AF/AC/I AF/AC/I AF/AC/I AF/AC/I AF/AC/I AF/AC/I AF/AC/I AF/AC/I
OTHER	Hold current full driving licence (Cat B) and LGV licence (Cat C) or be prepared to obtain Cat C within 12 months of appointment. Be able to work flexibly to cover the organisational and operational needs of a public service that operates over 24 hours every day of the year. Must be able to work to a flexible working scheme, which may include some weekends/evenings.	Essential Essential Essential	AF/I AF/I AF/I

MEASURE CODE

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