

Person Specification

Post Title:	Fire Care Advisor		
Directorate:	Safer Communities		
Location:	Various		
Grade:	D	Date:	September 2026

NFCC Leadership Framework Level: Leading Others

	Requirements: E = Essential D = Desirable	E/D	Measure (see below)
Knowledge and Experience			
<i>Role Specific</i>	Knowledge of fire safety and its application in the home	E	2
	Knowledge of differing cultures within the community sufficient to enable positive engagement with the communities of Leicester, Leicestershire and Rutland.	D	1
	Experience of using Microsoft Office and other software programmes such as Share point sufficient to support work activities such as uploading documents, writing reports and using email.	E	1,2
<i>Personal Impact</i>	Knowledge of the principles of health and safety at work	D	1
<i>Service Delivery</i>	Experience of working within the fire service, with a good understanding of Fire and Rescue Service activities.	D	1
	Experience of engaging with children and young people in a formal capacity.	D	1
	Experience of working using own initiative sufficient to manage workloads and meet deadlines.	E	1
Equality and Fairness			
<i>Minimum requirement Particular EO requirement for the post</i>	Sound knowledge of and commitment to Equality, Diversity & Inclusion.	E	1,3
<i>This is law and part 7 of the Code of Practice on the English language requirements for public sector workers.</i>	The ability to converse at ease with members of the public and provide advice in accurate spoken English.	E	1,2,3
Qualifications and Training			
<i>Academic Professional Job related Vocational</i>	Willing to attend training courses to ensure continuous professional development.	E	1
Skills			
<i>Organisational Effectiveness</i>	Ability to work as part of a team.	E	3

<i>Organisational Effectiveness</i>	Ability to communicate effectively and appropriately with a wide range of external audiences such as adults, children and people with learning disabilities and with internal audiences throughout the organisation.	E	3
<i>Personal Impact</i>	Excellent interpersonal skills sufficient to engage with challenging young people and their families	E	3
	Ability to engage with families and individuals from different backgrounds.	E	3
<i>Outstanding Leadership</i>	Ability to work closely with members of other agencies sufficient to conduct joint visits or contribute to multi-agency case meetings.	E	1,3
<i>Role Specific</i>	Ability to write clear and concise reports for other agencies.	E	1
	Demonstrate a commitment to safeguarding children and young people and promoting their welfare.	E	1
	Ability to adapt approach according to individual children's needs	E	1
<i>Service Delivery</i>	Ability to design and plan own intervention and appropriate use of resources to suit individual children's needs	E	3
	A proven track record of interpreting customer expectations and delivering results based on their needs	E	3
	Demonstrate continuous improvements of quality service and satisfying customer needs.	E	3
Other			
	Willing to undertake an enhanced DBS (Disclosure and Barring Service) check.	E	4
	Ability to respond within three days to an essential request for a visit.	E	3
	Able to attend an initial course over five-days.	E	3
	Ability to attend young people's homes during the early evening and occasional weekends.	E	3
	The post holder will be required to regularly visit a range of locations within Rutland, Leicester and Leicestershire.	E	3
	Ability to carry out the duties associated with this post such as fitting smoke detectors and transporting resources.	E	3

Measures

1 = Application Form

2 = Testing

3 = Interview

4 = Other (e.g.: DBS Check/Certificates)