

## Person Specification

<b>Post Title:</b>	Professional Standards Officer		
<b>Directorate:</b>	Corporate Support		
<b>Location:</b>	Leicestershire Fire and Rescue Service Headquarters		
<b>Grade:</b>	G	<b>Date:</b>	September 2024

### Guidance Notes

Please note that 'Essential' denotes those requirements, which the applicant **must** hold to be shortlisted for interview.

	<b>Requirements:</b> <b>E = Essential</b> <b>D = Desirable</b>	<b>E/D</b>	<b>Measure (see below)</b>
<b>Knowledge and Experience</b>			
<i>Job Specific</i>	Recent experience of investigating complex matters including discipline and/or grievance.	E	1,3
	Knowledge and understanding of employment legislation.	E	2
	Knowledge and understanding of legislation affecting the collation and storage of information.	E	1
	Experience of working with sensitive/confidential data. Including an understanding of GDPR.	E	3
	Health and Safety issues relating to the duties of the post.	E	1
<i>Writing and Reporting</i>	Experience of writing formal letters and reports on complex matters.	E	1
<i>Achieving Personal Work Goals &amp; Objectives</i>	Experience of operating independently as well as within a team.	E	3
<i>Working with People</i>	Experience of partnership working.	D	3
<i>Delivering Results &amp; Meeting Customer Expectations</i>	Experience of training and the ability to develop and coach others.	E	3
<i>Applying Expertise &amp; Technology</i>	Experience of using Microsoft Office products.	E	1,2
<b>Equality and Fairness</b>			
<i>Minimum requirement Particular EO requirement for the post</i>	Sound knowledge of and commitment to Equality, Diversity & Inclusion.	E	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	2,3
<b>Qualifications and Training</b>			
<i>Academic Professional Job related</i>	Degree level qualification or above in a relevant subject.	E	1,5

Vocational	CIPD Advanced Level Qualification or a Level 2 PIP (Professionalising the Investigation Process) or equivalent / or relevant demonstrable work experience.	E	1,5
	Professional Membership within the CIPD or equivalent.	D	1,5
<b>Skills</b>			
<i>Presenting and Communicating Information</i>	Ability to communicate effectively both orally and in writing to a wide range of audiences.	E	2,3
<i>Achieving Personal Work Goals &amp; Objectives</i>	Ability to plan and prioritise work in line with competing demands.	E	3
<i>Deciding &amp; Initiating Action</i>	Ability to deliver recommendations to support strategic decision making.	E	3
<i>Learning and Researching</i>	Ability to understand and interpret complex information.	E	1,2
<i>Following Instructions and Procedures</i>	Ability to work in full compliance with organisational policy and legislative guidance, respecting any sensitive information that is presented.	E	1
<i>Delivering Results &amp; Meeting Customer Expectations</i>	Commitment to developing self and others to improve organisational effectiveness (specifically in relation to training and supporting managers).	E	3
<i>Adhering to Principles and Values</i>	Ability to project and promote a confident, controlled, and focused attitude.	E	3
	Ability to maintain a fair and ethical approach in all situations (e.g. treating people with respect and dignity whilst conducting an impartial investigation).	E	3
<b>Other</b>			
	Must be willing to undertake a relevant criminal record check.	E	5
	The post holder will be required to regularly visit a range of locations within Leicestershire.	E	3
	Medical clearance subject to reasonable adjustments under the Equality Act 2010 (where appropriate).	E	5
	Satisfy Police security vetting procedures at the appropriate level	E	5
	Full valid UK driving licence (reasonable adjustments can be made under the Equality Act 2010 for those unable to hold a driving licence due to a disability / to prevent fraud and any illegal driving activities the applicant must satisfy a DriverCheck mandate	E	1,5
	Work outside office hours by prior agreement	E	3

	Ability to travel throughout East Midlands Region to carry out the requirements of the post	E	3
	Demonstrate evidence of continuous professional development and competence	E	3

### Guidance Notes

In weighing the factors “essential” denotes those requirements that the candidate **must** hold. The qualities specified must be strictly based on requirements to perform the job and must not be unnecessarily restrictive or demanding.

### Measures

**1** = Application Form

**2** = Testing

**3** = Interview

**4** = Pre-Screen

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