

HUMBERSIDE FIRE & RESCUE SERVICE
EMPLOYEE SPECIFICATION – EP Administrator

Post Ref: TBC

Temporary ☒

Established ☒

Part-Time ☒

Full-Time ☒

Job Share ☐

	Essential	Desirable	How Measured
Experience	- Well-developed administrative skills - Experience in accurately completing competency-related correspondence - Maintaining confidential and sensitive records - Experience in planning and organising work	- Experience of providing guidance and support to managers and employees - Experience of working within a Public Sector environment - Undertaking and advising managers subject areas including rota, availability and pay	Application Form Interview
Education Training Qualifications		Evidence of relevant and continuing professional development/training	Application Form Interview References Certificates
Special Knowledge	- Good IT skills including MS Word and Excel - Experience of inputting, amending, and extracting data from a computerised management information system	- Knowledge of policies and procedures - Wider skills in Microsoft 365 (Teams, PowerPoint, SharePoint etc) - Understanding the range of full-time, On Call and Support roles. - Research and review of information to change policies and procedures	Application Form Interview References
Skills and Abilities	- High level of communication and interpersonal skills, both verbal and written - Sensitivity to others, discretion, tact, and diplomacy		Application Form Interview References

	• Ability to plan and prioritise effectively • Ability to analyse information, monitor trends and write basic reports		
Behavioral Criteria	• Comfortable working on own as well as in a team. • Flexible in adjusting to changing demands and working to strict deadlines. • Adaptable when dealing with different stakeholders		Interview
Working Arrangements	• Flexible to meet the needs of the Team. • Office based at Service Headquarters with some agile working from home		Interview