



THE PERSON

Operational Training Administration Advisor

Criteria	Essential / Desirable	Method of Assessment
Qualification		
Level 2 standard of education (e.g. GCSE) or equivalent experience demonstrating basic numeracy and literacy.	E	
Technical or Vocational Qualification (e.g. NVQ in administration, CPP, AAT).	D	
Knowledge & Experience		
Experience of event administration including course bookings, attendance instructions and evaluation processes.	E	
Experience of working in a dynamic environment and responding to changing priorities.	E	
Experience in planning resources needed to deliver training programmes.	E	
Experience of using learning management systems.	E	
Knowledge of financial systems for raising purchase orders and invoicing within a public sector environment.	D	
Experience of working independently and as part of a team.	E	
Experience of using information to solve problems.	E	
Knowledge of the broader activities of Essex Fire & Rescue Service.	D	
Skills & Abilities		
To be able to monitor learning and development processes and procedures and work to improve them.	E	
Good written and verbal communication skills.	E	
Confident in using ICT systems such as Word, Excel, Outlook.	E	
Able to work on own initiative without constant supervision.	E	
Excellent interpersonal skills, able to communicate effectively and professionally and remain calm and polite under pressure.	E	
Demonstrates attention to detail and works methodically, responding to changes to meet deadlines.	E	
Able to help others acquire skills and experience.	E	
Other		
The ability to travel around the county may be required.	E	Application Form

Person Specification

Willingness to work flexibly.	E	Application Form
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E	Application Form
Contribute to a positive working environment ensuring commitment to equality and diversity.	E	Application Form