



**THE PERSON**

**Portfolio Officer**

<b>Criteria</b>	<b>Essential / Desirable</b>	<b>Method of Assessment</b>
<b>Qualification</b>		Application / supporting statement unless indicated otherwise
Level 4 standard of education (foundation degree/NVQ Level 4 or equivalent) ideally with a focus on statistical content, or demonstrable equivalent at work equivalent	E	
A professional project management or equivalent role relevant qualification, i.e., Prince 2.	D	
<b>Knowledge &amp; Experience</b>		
Experience in an administrative role with evidence of scheduling and supporting meetings, maintaining & presenting project, programme, or functional information.	E	
Experience of managing changing priorities and situations	E	
Experience in the engagement, definition, capturing, monitoring, and reporting on change benefits.	D	
Experience of presenting to audiences of varying seniority and technical understanding.	D	
Knowledge of the broader activities of the Fire & Rescue Service and working with Trade Unions.	D	
<b>Skills &amp; Abilities</b>		
Ability to provide a sensitive, diplomatic, and confidential service.	E	
Excellent organisation skills and the ability to manage a varied workload with competing deadlines; ability to display good attention to detail.	E	

## Person Specification

Excellent level of interpersonal and negotiation skills, able to communicate professionally and tactfully to build constructive relationships.	E	
Positive attitude to change agility; able to implement changes in service provision and contribute ideas and innovative solutions to improve service delivery.	E	
Excellent written, verbal and presentation skills including the ability to produce and share information.	E	
To be IT literate including advanced skills in Microsoft Office software (Word, Excel and PowerPoint) with the ability to learn new systems quickly	E	
Excellent analysis and evaluation skills; able to collect and analyse data, interpret trends, and present your work effectively to a wide variety of audiences.	D	
<b>Other</b>		
The ability to travel around the county may be required.	E	Application
Willingness to work flexibly	E	Application
Committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults.	E	Application
Contribute to a positive working environment ensuring commitment to equality and diversity.	E	Application