

Person Specification

Job Title	Engineering Centre Administrator	Team	Engineering Centre of Excellence
Salary Grade	Grade 4	Directorate	Operational Preparedness
Job Evaluation Reference No	A377		

	Qualifications & Training	Essential	Desirable	Assessment
	English and Maths qualification.		✓	P D
	General I.T. qualification.		✓	P D
	Experience	Essential	Desirable	Assessment
	Experience of working in an office environment.	✓		A & I
	Experience of Management Information System(s).	✓		A & I
	Experience of Transport management systems.		✓	A & I
	Experience in a workshop environment.		✓	A & I
	Experience of using stores ordering systems.		✓	A & I
	Knowledge	Essential	Desirable	Assessment
	Knowledge of Merseyside Fire & Rescue Service's activities.		✓	A & I
	Skills	Essential	Desirable	Assessment
	Good interpersonal skills with the ability to communicate effectively both verbally and in writing with a wide range of people in a clear and accurate manner.	✓		A & I
	Customer service skills.	✓		A & I
	Ability to work to deadlines, which are occasionally subject to conflicting demands.	✓		A & I
	Good creative and analytical problem solving skills.	✓		A & I
	Accuracy and attention to detail.	✓		A & I
	Organisational skills.	✓		A & I
	Ability to prioritise workload.	✓		A & I
	Good team player.	✓		A & I
	Ability to work on own initiative.	✓		A & I
	Ability to use a keyboard with both precision and speed.	✓		A & I

	Good in the use of using MS Word, Excel and Outlook.	✓		A & I
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Key to assessment methods:

A – Application form

I - Interview

P D - Produce documentation

Date person specification prepared / revised: January 2025

Prepared / revised by: S. Nugent

