
 <p>THE INSTITUTION OF FIRE ENGINEERS FOUNDED 1913 • INCORPORATED 1920</p>	THE INSTITUTION OF FIRE ENGINEERS	 <p>The IFE is a licensed member of The Engineering Council</p>
	Person Specification	
	Head of Education	

Qualifications/Education/Training

Requirement	Essential or Desirable	Assessment Method
First level degree	Essential	Application
Broad pre-university education	Essential	Application
Strong examination pass(es) in English at GCSE/O'Level or A'level, or equivalent.	Essential	Application
Examination passes in mathematics and at least one other science subject at GCSE/O'level or A'Level, or equivalent	Essential	Application
Teaching and/or verification qualification(s)	Desirable	Application

Knowledge

Requirement	Essential or Desirable	Assessment Method
Educational frameworks, particularly the NQF and the QCF	Desirable	Interview
Knowledge of qualifications and learning/development in the UK Fire and Rescue Services	Desirable	Interview
Core activities carried out by the IFE	Desirable	Interview

Experience

Requirement	Essential or Desirable	Assessment Method
Experience of working for an awarding body; or within a secondary school, college or university; or within learning and development in a UK Fire and Rescue Service	Essential	Application & Interview
Experience of administering examinations or invigilation	Desirable	Application & Interview

Experience of setting and/or marking assessments	Desirable	Application & Interview
Experience of managing/supervising others	Desirable	Application & Interview
Experience of revising/developing qualifications	Desirable	Application & Interview
Experience of audit	Desirable	Application & Interview

Skills and Competencies

Requirement	Essential or Desirable	Assessment Method
Excellent written and verbal communication skills	Essential	Interview
Effective team-leading	Essential	In-Tray & Interview
Able to turn an idea into a clear proposal/plan	Essential	In-Tray & Interview
Able to present complex information in a straight-forward, succinct and engaging manner	Essential	Interview
Excellent interpersonal skills	Essential	Interview
Motivational skills	Essential	Interview
Able to use IT resources such as Word, Excel, Powerpoint and Outlook accurately and efficiently	Essential	Interview
UK driving licence	Desirable	Application

Personal Attributes

Requirement	Essential or Desirable	Assessment Method
Cheerful, approachable and professional demeanour	Essential	Interview
Self-motivated and willing to learn	Essential	Interview
Reliably meets deadlines	Essential	Interview
Acts with tact and integrity	Essential	Interview
Recognises own strengths and own development needs, as well as those of others	Essential	Interview
Able to think and contribute strategically	Essential	Interview