



## Person Specification for Fire Local Pension Board Member

Please ensure that this Person Specification is used as a guide when completing your application form. All the criteria below will be assessed via your application form and will be used during the interview stage. You are expected to use the application form to demonstrate, with examples, how you meet the person specification criteria below.

Method of Assessment: A – Application, I - Interview

Knowledge	How Assessed - A, I
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**Essential:** Knowledge of the Firefighter Pension Schemes as a Scheme Member or as an individual working for Warwickshire Fire and Rescue Service management team and capacity to represent employer or employee views (depending on whether you are an employer or employee representative)

**Desirable:** Knowledge/understanding of the pension industry and regulations. Experience of / interest in pensions administration or finance.

Leadership	How Assessed - A, I
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**Desirable:** Ability to communicate and represent the views of the Firefighter Scheme members/or Fire service

Organisational Skills	How Assessed - A, I
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**Desirable:** The ability and confidence to deal with all matters before the Pension Board in an independent and free from bias.

Team working and relationship building	How Assessed – A, I
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**Desirable:** The ability to establish effective working relationships with other members of the Pension Board and supporting officers.

Communications	How Assessed – A, I
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**Desirable:** Excellent listening and questioning skills. Good communication skills with the confidence to speak and write effectively and clearly. Computer literate with ability to undertake online learning and contribute/participate in meetings.

Other requirements	How Assessed – A, I
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**Essential:** A personal commitment to high standards of administration and governance. Willing and able to undertake regular training and attend four meetings per year.