

SOUTH WALES FIRE AND RESCUE SERVICE

PERSON SPECIFICATION

DEPARTMENT	Operations Department (Retained Management Team)
POST TITLE	Station Administrative Assistant (10 hrs per week - Part Time)
POST NO	NU242
GRADE	4
LOCATION	Llantwit Major Fire Station

Essential criteria marked in **bold with an asterisk *** will be used for short-listing purposes. Please ensure you address these requirements in your Expression of Interest. You should provide clear evidence that demonstrates you meet each area based on your skills, knowledge experience and abilities relevant to the post.

Factor	Evidence	Essential/Desirable	How Identified
Knowledge/Experience	Knowledge of South Wales Fire & Rescue Service Retained Duty System	Desirable	Selection
	Experience of working in an administrative role.	Essential*	Application/Selection
	Experience of Microsoft Office Packages including Word, Excel and Outlook.	Essential*	Application/Selection
	Ability to communicate through the medium of Welsh.	Desirable	Selection
Personal Style	Ability to embrace and value diversity and demonstrates a fair and ethical approach in all situations.	Essential	Selection
	Ability to maintain a confident and resilient attitude in challenging situations.	Desirable	Selection
Intrapersonal	Ability to communicate effectively both orally and in writing to a wide range of audiences.	Essential*	Application/Selection
	Ability to work effectively with others both within SWFRS and in the community	Essential	Selection
Task	Ability to adopt a conscientious and proactive approach to work to achieve and maintain excellent standards.	Essential	Selection
	Ability to understand, recall, apply and adapt relevant information in an organised and systematic way.	Essential	Selection

The successful candidate will be required to undertake a Drug and Alcohol Test prior to an appointment being made.