

SOUTH WALES FIRE AND RESCUE SERVICE
PERSON SPECIFICATION

DEPARTMENT	Business Support
POST TITLE	PA to Executive Leadership Team / Senior Leadership Team
POST NO	NU178
GRADE	8
LOCATION	FSHQ

Essential criteria marked in **bold** with an asterisk * will be used for short-listing purposes. Please ensure you address these requirements in your application form (under the Experience and Other Information section). You should provide clear evidence that demonstrates you meet each area based on your skills, knowledge experience and abilities relevant to the post.

Please include in your application details of any essential/desirable qualifications outlined in the Person Specification below.

Factor	Evidence	Essential/ Desirable	How Identified
Knowledge/ Experience	Experience of Microsoft Office Packages including Word, Excel and Outlook.*	Essential*	Application / Selection
	OCR Level 3 Certificate in Text Processing or equivalent qualification <u>OR</u> relevant experience in a Business Administration/Secretarial environment*	Essential*	Application / Selection
	Ability to deliver service on time and within resources and meet tight deadline.	Essential	Application/ Selection
	Understanding of high level of confidentiality. *	Essential*	Application/ Selection
	Highly proficient at audio transcription.	Essential	Application
	Experience of taking and transcribing minutes.	Desirable	
	Ability to communicate through the medium of Welsh.	Desirable	
Personal Style	Ability to embrace and value diversity and demonstrates a fair and ethical approach in all situations.*	Essential*	Application / Selection

	<p>Ability to work in full compliance with organisational policy and legislative guidance, respecting any sensitive information that is presented.</p> <p>Ability to maintain a confident and resilient attitude in highly challenging situations.</p>	<p>Essential</p> <p>Essential</p>	<p>Selection</p> <p>Selection</p>
Intrapersonal	<p>Ability to communicate effectively both orally and in writing to a range of audiences.*</p> <p>Ability to work effectively with Senior Officers and Members both within the Fire & Rescue Service and external organisations.</p> <p>Commitment to and ability to develop self, individuals, team and others, to improve organisational effectiveness.</p>	<p>Essential*</p> <p>Essential</p> <p>Desirable</p>	<p>Application / Selection</p> <p>Selection</p> <p>Selection</p>
Task	<p>Ability to understand and apply relevant information to make appropriate decisions and create practical solutions.*</p> <p>Ability to produce accurate and professional work with an attention to detail.</p>	<p>Essential*</p> <p>Essential</p>	<p>Application</p> <p>Selection</p>

