



Gwasanaeth Tân ac Achub  
De Cymru  
South Wales  
Fire and Rescue Service

## **ADMINISTRATIVE ASSISTANT POSTS** **VARIOUS DEPARTMENTS**

**GRADES: 4 to 6**

**STARTING SALARY: £24,790 to £27,711 per annum (dependent on Grade)**

South Wales Fire and Rescue Service (SWFRS) is committed to making our communities within South Wales safer by reducing risk. To achieve this, we know that we need to invest in attracting, retaining and developing the best people for every position across the organisation.

Alongside our Operational and Control Firefighters, we have approximately 250 members of corporate staff who provide valuable support in maintaining the emergency response service to the South Wales community. You could be one of them, sharing your own individual skills and enthusiasm within the organisation to help improve ways of both learning and working.

- ✓ **Would you like to become a part of an organisation that is committed to protecting and serving our local communities?**
- ✓ **Do you enjoy working as part of a team?**
- ✓ **Do you like supporting others and would like to work in a dynamic work environment?**

If you answered yes to the above, we are looking for flexible individuals who are interested in filling various administrative roles in the following departments:

- Business Support and Secretariat
- Finance
- Human Resources:
- Information Computer Technology (ICT)
- Training Centre
- Operations
- Procurement
- Insurance
- Statistics
- Information Governance and Compliance
- Operational Risk Management (ORM)

SWFRS wishes to develop a talent pool from which to recruit as and when roles (temporary, permanent, full time or part time) become vacant. Candidates who are successful in the talent pool selection process will be placed on a holding list for up to 6 months.

Applications are invited from candidates with suitable experience and qualifications as outlined in the Person Specification.

## **HOW TO APPLY:**

To apply for this role, candidates should read the following eligibility criteria in full and respond in detail to the 5 outlined shortlisting criteria through attaching the shortlisting document to their online application.

### **Shortlisting criteria:**

**1. Please outline how you meet the following experience and qualification criteria for this role:**

1. Minimum GCSE Grade C or above in English Language and Mathematics OR equivalent qualifications (e.g. Essential/Key Skills Level 2).
2. Proven experience of using Microsoft Office Packages, including Word, Excel and Outlook.
3. Experience of working in an administrative role.

**2. Please outline how you look for opportunities to learn and develop your skills and behaviours**

**3. Please outline how you value and appreciate differences in people and treat everyone with kindness and respect**

**4. Please outline how you plan and prioritise your work, managing time effectively to get things done within set timescales**

**5. I am open to and positively engage with new ways of working**

Application forms should be completed online through our e-recruitment system, which can be accessed via our website: <https://www.southwales-fire.gov.uk/working-with-us/latest-vacancies/>. During the process applicants are encouraged to check all email folders for system generated updates. If a paper version is required, please email: [personnel@southwales-fire.gov.uk](mailto:personnel@southwales-fire.gov.uk). **WE DO NOT ACCEPT CV'S AS PART OF THE APPLICATION PLEASE COMPLETE THE ONLINE APPLICATION IN FULL UPLOADING YOUR SHORTLISTING CRITERIA IN THE SUPPORTING EVIDENCE SECTION USING THE TEMPLATE PROVIDED.**

**External candidates** - Please note that appointments into this role are conditional upon undertaking an Enhanced with Barred List(s) Disclosure and Barring Service (DBS) check. Please be aware this check will pick up any spent and unspent convictions or cautions. Prior to any formal offers being made successful applicants will be required to undertake a Drug and Alcohol Test.

**Closing date for the receipt of applications forms is 12:00 midday Monday 16<sup>th</sup> December 2024.**

**The selection process will take place between the 16<sup>th</sup> December 2024 and 10<sup>th</sup> of January 2025.**

All documentation is available in both Welsh and English and we welcome communication in either language. Applications submitted in Welsh will not be treated less favorably. Candidates successful at the shortlisting stage will be given the opportunity to confirm their language preference for interviews and assessments (including paperwork, verbal introductions, and interview questions). Arrangements will be confirmed following invitation to interview and may include Translation and/or Simultaneous Translation.

We believe in the true value of a diverse workforce and encourage applications from all sectors within the community.

