

**SOUTH WALES FIRE AND RESCUE SERVICE**  
**PERSON SPECIFICATION**

<b>DEPARTMENT</b>	Service Performance & Communications
<b>POST TITLE</b>	Information Governance Support Officer
<b>POST NO</b>	502944
<b>GRADE</b>	7
<b>LOCATION</b>	Fire and Rescue Service Headquarters, Llantrisant

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.

Where a qualification is highlighted as being an 'Essential Criteria', you will be required to provide a copy of your Certificates with your Application Form.

<b>Factor</b>	<b>Evidence</b>	<b>Essential/ Desirable</b>	<b>How Identified</b>
<b>Qualifications</b>	<b>Educated to minimum HNC/HND level in a relevant subject OR relevant experience (e.g. information management, working with data or within an administrative role). *</b>	<b>Essential*</b>	<b>Application* &amp; Selection</b>
<b>Knowledge/ Experience</b>	<b>Knowledge of Data Protection and Freedom of Information legislation. *</b>	<b>Essential*</b>	<b>Application* &amp; Selection</b>
	<b>Experience of working in an Administrative Role. *</b>	<b>Essential*</b>	<b>Application* &amp; Selection</b>
	Experience of delivering training presentations and/or facilitating training workshops.	Desirable	Selection
	Experience of Microsoft Office Packages, particularly Microsoft Excel.	Essential	Selection
	The ability to communicate through the medium of Welsh.	Desirable	Selection
	Experience of working with data.	Desirable	Selection
<b>Personal Style</b>	<b>Ability to work in full compliance with organisational policy and legislative guidance, respecting any sensitive information that is presented. *</b>	<b>Essential*</b>	<b>Application* &amp; Selection</b>
	Ability to maintain a confident and resilient	Essential	Selection

	<p>attitude in highly challenging situations.</p> <p>Proactive in supporting change, and the ability to adjust approach to meet changing requirements.</p> <p>Ability to embrace and value diversity and demonstrates a fair and ethical approach in all situations.</p>	<p>Essential</p> <p>Essential</p>	<p>Selection</p> <p>Selection</p>
<b>Intrapersonal</b>	<p><b>Ability to communicate effectively both orally and in writing to a range of audiences. *</b></p> <p>Able to lead, involve and motivate others both within the Fire and Rescue Service and in the Community.</p> <p>Commitment to and ability to develop self, individuals, team and others, to improve organisational effectiveness.</p>	<p><b>Essential*</b></p> <p>Essential</p> <p>Desirable</p>	<p><b>Application* &amp; Selection</b></p> <p>Selection</p> <p>Selection</p>
<b>Task</b>	<p><b>Ability to understand and apply relevant information to make appropriate decisions and create practical solutions. *</b></p> <p>Ability to produce accurate and professional work with an attention to detail.</p> <p>Ability to lead others to achieve excellence by the establishment, maintenance, and management of performance requirements.</p>	<p><b>Essential*</b></p> <p>Essential</p> <p>Essential</p>	<p><b>Application* &amp; Selection</b></p> <p>Selection</p> <p>Selection</p>

