



SOUTH WALES FIRE AND RESCUE SERVICE PERSON SPECIFICATION

Job Post Title:	People Services Compliance and Quality Assurance Advisor	
Post No:	505428	
Grade/Role:	13	
Department:	People Services	
Location:	Fire Service Headquarters	
Responsible to:	People Service Manager, People Support	
Responsible for:	N/A	
Requirement to be a Welsh Speaker (Essential or Desirable):	Desirable	

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.

Factor	Evidence	Essential/ Desirable	How Identified
Qualifications	Business or compliance related qualification, e.g. ILM Level 2 Business Support, NQF Level 3 Business Administration, or above.	Desirable	Application/ Certificate
Knowledge/ Experience	Experience of working in an environment that is compliant to Quality Management Systems or other audited systems and processes.	Essential*	Application/ Selection
	Working under pressure to achieve scheduled and ad hoc activities to set timescales.	Essential*	Application/ Selection
	Working within an environment that requires high levels of accuracy, to be compliant to prescribed internal and external audited standards and procedures.	Essential	Selection
	Experience producing credible management information for strategic decision making.	Essential	Application
	Knowledge of equality and diversity when providing a public service.	Essential	Selection
	The ability to communicate through the medium of Welsh.	Desirable	Application



Personal Style	Demonstrates efficiency in determining priorities, planning time, organising workload to establish measurable results, objectives and milestones for self.	Essential*	Application/ Selection
	Works effectively and productively under pressure, adapts and accepts changing circumstances.	Essential*	Application/ Selection
	Acts with integrity, defends equal opportunities and leads by example to uphold organisational ethics and values.	Essential	Selection
Intrapersonal	Works and collaborates with others effectively, is able to identify needs and deliver workable solutions, manages expectations, modifies individual approach to different situations.	Essential	Selection
	Interacts effectively with people, establishing and maintaining effective working relationships .	Essential	Selection
	Possesses good interpersonal skills and relates well to people at all levels. Confident communicator.	Essential	Selection
	Ability to communicate effectively both orally and in writing to a wide range of audiences.	Essential*	Application/ Selection
Task	Maintains high standards of accuracy and attention to detail. Inspects own work for errors and has an ability to evaluate work methods thoroughly.	Essential	Selection
	Analyses and uses evidence effectively; gathers the relevant information, presents evidence and data concisely.	Essential	Selection
	High standard of IT skills and use of Microsoft Office.	Essential	Application
	Ability to understand and interpret complex information.	Essential*	Application/ Selection

