

SOUTH WALES FIRE AND RESCUE SERVICE
PERSON SPECIFICATION

DEPARTMENT	Information Communications Technology
POST TITLE	ICT Trainer
POST NO	503265
GRADE	Grade 8
LOCATION	SWFRS, HQ

Within the Additional Information Section on the Application Form, it is important that you **address each of the Criteria highlighted and marked with an Asterisk*** on the Person Specification below. Within the Application Form we will also need to be able to identify that you have any Essential Qualifications recorded on the Person Specification.

Factor	Evidence	Essential/ Desirable	How Identified
Qualifications	Educated to HNC/HND level in an ICT discipline or relevant ICT experience*.	Essential*	Application*/ Interview
	Training qualification or relevant experience in developing and delivering ICT training to groups of staff.	Essential*	Application*/ Interview
Knowledge/ Experience	Extensive experience with Microsoft Office Applications*.	Essential*	Application*/ Interview
	Working knowledge of current Microsoft 365 technologies *.	Essential*	Application*/ Interview
	Experience in the design and delivery of ICT training to staff*.	Essential*	Application*/ Interview
	Experience in a Service Desk/Technical Support environment.	Desirable	Application/ Interview
	The ability to communicate through the medium of Welsh.	Desirable	Application
Personal Style	A committed team player with the ability to communicate and work effectively within a team environment*	Essential	Application*/ Interview
	Ability to maintain a confident and resilient attitude in highly challenging situations.	Desirable	Application
	Ability to embrace and value diversity and demonstrates a fair and ethical approach in all situations.	Desirable	Application

Interpersonal	<p>Ability to communicate effectively both orally and in writing to a wide range of audiences.</p> <p>Commitment to and ability to develop self and teams to improve organisational effectiveness.</p>	<p>Essential*</p> <p>Essential</p>	<p>Application*/ Interview</p> <p>Application/ Interview</p>
Task	<p>Ability to understand and apply relevant information to make appropriate decisions which reflect key priorities and requirements.</p> <p>Ability to adopt a conscientious and proactive approach to work to achieve and maintain excellent standards.</p>	<p>Essential*</p> <p>Essential</p>	<p>Application*/ Interview</p> <p>Application/ Interview</p>

The successful candidate will also be subject to satisfactory clearance checks.

