

SOUTH WALES FIRE AND RESCUE SERVICE

PERSON SPECIFICATION

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|-------------------|--------------------------|
| DEPARTMENT | Business Support |
| POST TITLE | Administrative Assistant |
| POST NO | NU405 |
| GRADE | 4 |
| 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.

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 | NVQ Business Level 2 or equivalent. | Essential* | Application* |
| Knowledge/ Experience | Proven experience of accurate production of documents. | Essential* | Application*/ Selection |
| | Proven experience of using Microsoft Office Packages including Word, Excel and Outlook. | Essential | Selection |
| | Experience of working in an administrative environment. | Essential* | Application*/ Selection |
| | Knowledge of the structure and practices of the Public Sector. | Desirable | Selection |
| | Ability to communicate through the medium of Welsh. | Desirable | Selection |
| Personal Style | An understanding and respect for people's differences. Committed to adopting a fair approach to others. | Essential* | Application*/ Selection |
| | Ability to work in full compliance with confidentiality policies and procedures. | Essential | Selection |

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|----------------------|--|-------------------|------------------------------------|
| Intrapersonal | Ability to work effectively with others both within the Fire & Rescue Service and in the Community. | Essential* | Application*/ Selection |
| | Ability to communicate effectively both orally and in writing to a range of different audiences. | Essential* | Application*/ Selection |
| Task | Ability to understand, recall apply and adapt relevant information in an organised, safe, systematic way. | Essential* | Application*/ Selection |
| | Ability to adopt a conscientious and proactive approach to work to achieve and maintain excellent standards. | Essential | Selection |

The successful candidate will be required to undertake a Drug and Alcohol Test prior to an appointment being made.

A Disclosure Barring Service (DBS) check will be required in the event of a successful application. Having a criminal record will not necessarily be a bar to obtaining a position.

This document is available in both English and Welsh and we welcome communication in both of these languages.

