Gwasanaeth Tân ac Achub
De Cymru

South Wales
Fire and Rescue Service

PEOPLE SERVICES DIRECTORATE

HR OFFICER RECRUITMENT & ASSESSMENT

Post No: NU120

Grade 7 (Temporary until 30th September 2018)

Salary: £21,693 – £23,111 per annum

The above vacancy has arisen within the Recruitment & Assessment Team at Fire Service Headquarters.

The successful candidate will provide a quality and professional service to the South Wales Fire & Rescue Service and its members past, present and future, in a committed and flexible manner.

The post holder will work closely with Recruiting Managers in the recruitment and selection of personnel across the Organisation and assist in developing, coordinating and supporting Assessment Development Centres (ADC).

An application pack, including the Person Specification and Job Description, can be downloaded from the Current Vacancies Section page of our website at www.southwales-fire.gov.uk. Completed applications should be returned to: The Recruitment and Assessment Team, South Wales Fire & Rescue Service Headquarters, Forest View Business Park, Llantrisant, CF72 8LX. Please quote the post number of this vacancy on your application.

Applications are invited from candidates who meet the required criteria set out in the Person Specification. The closing date for receipt of applications is **18th May 2018 at 12:00 midday.** Please note we do not accept CVs.

We are a family friendly organisation and a flexible working system is in operation.

The successful candidate will be subject to a satisfactory Disclosure Scotland check and be required to undertake a Drug and Alcohol Test prior to an appointment being made.

All documentation is available in both in English and in Welsh and we welcome communication in either language. Applications submitted in Welsh will not be treated less favourably.

Please note that all salaries are subject to job evaluation.

SWFRS believes in the real value of having a diverse workforce and we proactively want to encourage applicants from all sectors of our community.

POSITIVE ABOUT DISABLED PEOPLE