



## **ADMINISTRATIVE APPRENTICESHIP**

### **GRADE 1**

**SALARY: £16,394 - £16,495 per annum**

(Please note that all salaries are subject to job evaluation)

Are you interested in starting a career in Administration? Are you enthusiastic, organised and interested in getting paid work experience whilst obtaining recognised qualifications?

South Wales Fire & Rescue Service is recruiting for its Administrative Apprenticeship Scheme within the following departments:-

- **Finance**
- **Human Resources\***
- **Community Safety and Partnerships\***
- **Service Performance and Communications**

This is a 2 year position in which you will undertake administrative activities based at our Headquarters in Llantrisant. The Apprenticeship will give you the opportunity to:-

- Gain administrative experience with a reputable employer in a large organisation
- Develop work related skills that will increase your employment possibilities for the future
- Achieve Level 2 and 3 Apprenticeship qualifications in your area of specialism.

#### **The benefits of this Apprenticeship include:-**

- On-site gym facilities
- Local Government Pension Scheme
- Free car parking on-site
- Access to the Services benefits and welfare schemes
- 25 days annual leave plus bank holidays

For further information please ring 01443 232200 or e-mail [personnel@southwales-fire.gov.uk](mailto:personnel@southwales-fire.gov.uk)

#### **Candidates who wish to be considered:-**

- Cannot already hold a higher or conflicting qualification in the same subject area
- Cannot be undertaking any other government funded qualification

#### **Working with us...**

South Wales Fire & Rescue Service is committed to making our communities the safest place to live, work and visit. In order to achieve this, we know that we need to invest in attracting, retaining and developing the best people for every position across the organization.

#### **More about the Administrative Apprenticeship...**

This Apprenticeship is all about giving you the opportunity to develop valuable work related skills and experiences. We are committed to helping you get ahead. We recognize that starting a new job can be both exciting and daunting and we have put a support package in place to help you get to know us and feel confident in your work.

From the moment that you start, you will know that we take your wellbeing seriously:-

- You will receive a thorough Induction, designed to help you get to know and understand how we work
- You will have a detailed work plan which has been developed to ensure that you get a range of valuable work experiences with us
- You will be allocated a mentor, dedicated to ensuring that you have all of the support that you need to be able to perform effectively
- At the end of the two-year scheme, we will provide you with guidance on finding work and competing within recruitment processes

### **Welsh Language Skills**

We are committed to being able to support the rights of Welsh speakers to receive quality services through the medium of Welsh and as such it is desirable that the successful candidate can speak Welsh and is willing to do so within their day to day work.

Welsh Language skills are **Essential** for the Human Resources\* and Community Safety\* apprenticeships, please refer to the Job Description and Person Specification for more details.

### **What we need from you...**

All employees of the Service are required to observe and promote the Service's Core Values:

**Professional**  
**Caring**  
**Respectful**

**Dedicated**  
**Trustworthy**  
**Dynamic**

**Disciplined**  
**Resilient**

An Application Form, Person Specification and Job Description can be downloaded from the 'Working for us' pages of our website [www.southwales-fire.gov.uk](http://www.southwales-fire.gov.uk) the closing date for receipt of applications is **12:00, mid-day, 2<sup>nd</sup> July 2018.**

Completed Application Forms should be returned to: The Recruitment and Assessment Team, South Wales Fire & Rescue Service Headquarters, Forest View Business Park, Llantrisant, CF72 8LX.

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

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

South Wales Fire and Rescue Service believes in the real value of having a diverse workforce and we proactively want to encourage applicants from all sectors of our community to apply.

Gwasanaeth Tân ac Achub  
De Cymru



South Wales  
Fire and Rescue Service

