

SOUTH WALES FIRE AND RESCUE SERVICE
PERSON SPECIFICATION

DEPARTMENT	Health and Safety (Operational Risk Management)
POST TITLE	Health and Safety Administrator
POST NO	502270
GRADE	5
LOCATION	Fire and Recue Service Headquarters

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	NEBOSH General Certificate	Desirable	Application/ Interview
	NEBOSH Diploma or Equivalent Qualification	Desirable	Application/ Interview
Knowledge/ Experience	Experience of working within a Health and Safety role	Desirable	Application/ Interview
	Experience of preparing and interpreting a range of statistics and producing reports	Essential*	Application*/ Interview
	Practical knowledge of Microsoft Office Packages e.g. Outlook, Word, Excel etc.	Essential*	Application*/ Interview
	Experience of delivering Power Point Presentations including specific Health and Safety Training	Desirable	Application

	The ability to communicate through the medium of Welsh	Desirable	Application
Personal Style	An understanding and respect for matters of diversity and the ability to adopt a fair and ethical approach to others	Essential	Application/ Interview
	Ability to work in full compliance with organisational policy and legislative guidance, respecting any sensitive information that is presented	Essential*	Application*/ Interview
Interpersonal	Ability to communicate effectively both orally and in writing to a range of different audiences	Essential*	Application*/ Interview
	Ability to work effectively with others	Essential	Application/ Interview
	Commitment to and ability to develop self, individuals, teams and others, to improve organisational effectiveness.	Essential	Application/ Interview
Task	Ability to adopt a conscientious and proactive approach to work to achieve and maintain excellent standards	Essential	Application/ Interview
	Ability to maintain an active awareness of the environment to promote safe and effective working	Essential	Application/ Interview
	Ability to understand and apply relevant information to make appropriate decisions and create practical solutions	Essential*	Application*/ Interview

This role involves frequent travel between sites throughout the South Wales area. The successful candidate must be able to travel independently.

