



Resolution Officer
37 HOURS PER WEEK
REF: NU073
GRADE 11
SALARY: £30,756 – £31,401
(subject to job evaluation)

South Wales Fire and Rescue Service is one of the largest, most successful and highest performing Fire and Rescue Services in the UK serving over 1.5 million people across 10 Constituent Unitary Authorities stretching from Bridgend to Monmouth and from Cardiff Bay to Brecon Beacons National Park.

We have built a reputation of excellence in the delivery of our services. Setting and maintaining high standards of conduct within the workforce is imperative in ensuring the trust of the communities that we serve. We are committed to upholding our values of being professional, caring, respectful, dedicated, trustworthy, dynamic, disciplined and resilient. We currently seek to appoint a Resolution Officer to support us in maintaining these high standards of conduct.

This role involves conducting independent investigations to support a range of workplace activities, to include discipline, grievance and complaints. The successful candidate will be able to demonstrate high levels of professionalism, accountability and independence. They will be detailed thinkers, with experience of conducting investigative interviews and compiling management reports.

The post is based at Caerphilly Fire Station, Waun Fach Street, Caerphilly, CF83 3HL. Some travel between locations will be required and the role attracts an Essential Car User allowance.

An Application Form, Job Description and Person Specification can be downloaded from the Working for Us page of our website at www.southwales-fire.gov.uk

For an informal discussion regarding the role, please contact HR Manager Gillian Goss on 01443 232941.

Completed applications should be returned to: The Recruitment and Assessment Team, South Wales Fire & Rescue Service Headquarters, Forest View Business Park, Llantrisant, CF72 8LX or via email: personnel@southwales-fire.gov.uk

The closing date for receipt of application forms is **Wednesday 20th February 2019 at 12 noon.** The dates of the Selection Process are to be confirmed.

Welsh language skills are desirable but not essential for this post. All documentation is available in both in English and in Welsh and we welcome communication in either language.

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.