



## **PLANNING, PERFORMANCE AND RISK OFFICER**

**GRADE 11, SALARY: from £30,756 – to £31,401 pro rata**  
(please note all salaries are subject to job evaluation)

**Permanent**  
**3 days/22 hours per week, agreed on appointment**  
**Post Number: NU190**

An exciting opportunity has arisen within the Service Performance and Communications Department based at Fire Service Headquarters, Forest View Business Park, Llantrisant for the role of Planning, Performance and Risk Officer.

The successful candidate will be responsible for designing, implementing, maintaining and continuously improving organisational processes and all associated strategies relating to Business Planning, Performance Management, Risk and Audit.

The post holder will be responsible for providing advice and guidance to senior management and all staff, to ensure that the organisation is effectively managing and reporting its performance in line with all relevant legislative requirements.

Welsh language skills are desirable but not essential for this post.

More details in relation to this position can be found in the Job Description and Person Specification. Should you have any additional enquiries, you are invited to contact the Line Manager, Jon Carter by e-mailing [j-carter@southwales-fire.gov.uk](mailto:j-carter@southwales-fire.gov.uk).

An Application Form, Job Description and Person Specification can be downloaded from the Working for Us / Latest Vacancies page of our website at [www.southwales-fire.gov.uk](http://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 or via email: [personnel@southwales-fire.gov.uk](mailto:personnel@southwales-fire.gov.uk)

The closing date for receipt of application forms is **12:00pm midday on 28/3/2019**.

The Selection date is to be confirmed.

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 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.**