

**SOUTH WALES FIRE AND RESCUE SERVICE**  
**PERSON SPECIFICATION**

<b>DEPARTMENT</b>	Service Performance and Communications
<b>POST TITLE</b>	Planning, Performance and Risk Officer
<b>POST NO</b>	NU190
<b>GRADE</b>	11
<b>LOCATION</b>	South Wales Fire and Rescue Service Headquarters, Llantrisant

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
<b>Qualifications</b>	<b>Degree in a relevant subject area associated with this post and/or relevant experience in performance management or continuous improvement/change management*.</b>	<b>Essential*</b>	<b>Application*</b>
<b>Knowledge/ Experience</b>	<b>Knowledge and understanding of business planning, performance management tools and techniques.*</b>	<b>Essential*</b>	<b>Application/ Selection*</b>
	<b>Knowledge and experience of writing organisational reports/plans in accordance with legislative requirements.*</b>	<b>Essential*</b>	<b>Application/ Selection*</b>
	Practical understanding and experience of using change management and continuous improvement tools and techniques	Essential	Selection
	Practical experience of Microsoft Office packages i.e. Outlook, Word, Excel.	Essential	Selection
	Experience of leading project teams and/or working in cross department project teams.	Desirable	Selection
	The ability to communicate through the medium of Welsh.	Desirable	Application

Date Revised:08/02/19

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Factor	Evidence	Essential/ Desirable	How Identified
Personal Style	<b>Proactive in promoting change, and the ability to seek opportunities to promote and improve organisational effectiveness.*</b>	<b>Essential*</b>	<b>Application/ Selection*</b>
	Ability to consistently project and promote confident, controlled and focused attitude in highly challenging situations.	Essential	Selection
	Ability to promote and manage diversity and demonstrate a fair and ethical approach in all situations.	Essential	Selection
Intrapersonal	<b>Ability to communicate both orally and in writing to a wide range of audiences, often delivering complex information.*</b>	<b>Essential*</b>	<b>Application/ Selection*</b>
	Commitment to and ability to develop self, individuals and teams to improve organisational effectiveness.	Essential	Selection
	Ability to lead, involve and motivate others within the Fire & Rescue Service.	Essential	Selection
Task	<b>Ability to understand and apply relevant information to make appropriate decisions which reflect key priorities and requirements i.e. ability to research, interpret and analyse complex information.*</b>	<b>Essential*</b>	<b>Application/ Selection*</b>
	Ability to lead groups and achieve excellence by the establishment, maintenance and management of performance requirements.	Essential	Selection
	Ability to recognise the potential political impact and implications from a strategic perspective.	Essential	Selection

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

