



**PAYROLL, PENSIONS & BUDGET TEAM**  
**HUMAN RESOURCES (HR)**  
**ADMINISTRATIVE ASSISTANT**  
**GRADE 4**  
**37 hours per week**  
**SALARY: from £18,795– to £19,171**  
**(all posts will be subject to job evaluation)**

South Wales Fire & Rescue Service is one of the leading Fire & Rescue Services in the UK and the largest of the 3 Fire & Rescue Services in Wales. Our Service area stretches from Chepstow, in the east to Port Talbot, in the west and from the south coast of Wales to the Brecon Beacons, in the north. We operate from 49 fire stations across the Service area and our Headquarters, where this post is based, is Llantrisant.

**Is this you?** - We are looking for an enthusiastic and organised person to work within our busy Payroll, Pensions & Budget Team. The HR Administrative Assistant will be responsible for providing day to day administrative support within both the team and the wider HR Department.

The successful applicant will assist the department in delivering a professional service and become a key member of the team, who is committed to accuracy and efficiency, ensuring that all deadlines are met in a timely manner, whilst supporting the entire team across 3 very different and interesting work streams.

**How can I make a difference?** - You will contribute to a team committed to continuous improvement and help to identify, explore and implement opportunities for improved efficiency.

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

**Benefits:** Include a competitive salary, flexible working, up to 35 days annual leave (plus bank holidays), excellent pension options and retail discounts.

The successful candidate will be subject to a satisfactory basic criminal record check and be required to undertake a Drug and Alcohol Test, prior to an appointment being made.

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, Kim Jeal on e-mail: [k-jeal@southwales-fire.gov.uk](mailto:k-jeal@southwales-fire.gov.uk) or phone 01443 232189.

An Application Form, Job Description and Person Specification can be downloaded from the Latest vacancies page of our website at [www.southwales-fire.gov.uk](http://www.southwales-fire.gov.uk) Completed applications should be returned via e mail to: [personnel@southwales-fire.gov.uk](mailto:personnel@southwales-fire.gov.uk) or by post to The Recruitment and Assessment Team, South Wales Fire & Rescue Service Headquarters, Forest View Business Park, Llantrisant, CF72 8LX. Note: **WE DO NOT ACCEPT CV's**

**Closing date for receipt of applications is: 21/05/2019 at 12:00 mid-day.**

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 favourably.

**SWFRS 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.**

