

SOUTH WALES FIRE AND RESCUE SERVICE
JOB DESCRIPTION

Department	Human Resources (HR)
Post	Administrative Assistant
Post No	503144 (Payroll Pensions & Budgets)
Grade	4
Location	FSHQ
Responsible to	Team Managers

This job description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all of the tasks required to carry out these responsibilities. This job description will be reviewed as and when necessary to ensure that it meets the Service's business requirements.

MAIN PURPOSE OF THE POST

To provide a quality and professional Human Resources service to the South Wales Fire and Rescue Service and its members, past, present and future, in a committed and flexible manner.

DUTIES AND RESPONSIBILITIES:

1. To provide day to day administrative support within the HR Department, including dealing with general enquiries, receiving and processing of incoming mail, the administration of e-mail inboxes, sending of letters, emails, payslips and answering telephone queries.
2. To assist in maintaining the department's centralised stationery levels and other consumables, such as printer cartridges and paper by liaising with the Business Support function and ICT department.
3. To produce letters, reports and other required documentation using Word.
4. To input into and maintain Excel databases, in order to support the effective function of the HR department.
5. To maintain filing systems both paper and electronic, ensuring accuracy and confidentiality, working within the department's data retention policy.

6. To support the administration of a range of HR functions including Attendance Management, Employee Relations, Payroll, & Pensions, Recruitment and Learning & Development.
7. To work closely with HR Managers and other staff, on one off projects when appropriate and required.
8. To assist in reviewing opportunities to develop the performance of HR teams and to maximise the effective and efficient delivery of services in the most cost effective way.
9. To assist in maintaining robust and functional IT systems that maximises the use of technology to deliver as far as possible a self-service human resource transactional service.
10. To maintain confidentiality at all times with cognisance of the Data Protection legislation (GDPR).

STANDARD SERVICE REQUIREMENTS

- To attend in-house and external training courses as required.
- Any other duties commensurate with the grade and post.
- To co-operate fully with any scheme or pilot scheme using the same, that shall be introduced within the department or across the Service.
- To implement the principles of the Service's Equal Opportunities and Diversity Policies and Welsh Language Schemes whilst carrying out the above duties.
- To adhere to Health & Safety Legislation/Relevant Service Policies and Procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts/omissions.

ORGANISATIONAL VALUES

In performing the above role, all employees of the Service are required to Observe and promote the Service's Core Values to be, at all times:

- Professional
- Caring
- Respectful
- Dedicated
- Trustworthy
- Dynamic
- Disciplined
- Resilient