

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

<b>DEPARTMENT</b>	Human Resources
<b>POST TITLE</b>	Administrative Assistant
<b>POST NO</b>	503144
<b>GRADE</b>	4
<b>LOCATION</b>	South Wales Fire & Rescue Service Headquarters

Essential criteria marked in **bold with an asterisk** \* will be used for short-listing purposes. Please ensure you address these requirements in your Expression of Interest. You should provide clear evidence that demonstrates you meet each area based on your skills, knowledge experience and abilities relevant to the post.

Factor	Evidence	Essential/ Desirable	How Identified
<b>Knowledge/ Experience</b>	<b>Experience of working in an administrative role.</b>	<b>Essential*</b>	<b>Application*/ Selection</b>
	<b>Experience of using Microsoft Office Packages (Word, Excel, Outlook).</b>	<b>Essential*</b>	<b>Application*/ Selection</b>
	Ability to communicate through the medium of Welsh.	Desirable	Application
<b>Personal Style</b>	<b>Ability to work in full compliance with confidentiality policies and procedures.</b>	<b>Essential*</b>	<b>Application*/ Selection</b>
	Ability to embrace and value diversity and demonstrates a fair and ethical approach in all situations.	Essential	Selection
<b>Interpersonal</b>	Ability to communicate effectively both orally and in writing to a wide range of audiences.	Essential	Selection
	Ability to work effectively with others both within South Wales Fire and Rescue Service and in the community.	Essential	Selection
<b>Task</b>	Ability to adopt a conscientious and proactive approach to work to achieve and maintain excellent standards.	Essential	Selection
	<b>Ability to understand, recall, apply and adapt relevant information in an organised and systematic way.</b>	<b>Essential*</b>	<b>Application*/ Selection</b>

The successful candidate will be required to undertake a Drug and Alcohol Test prior to an appointment being made.

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

This document is available in both English and Welsh and we welcome communication in both of these languages.

