

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

<b>DEPARTMENT</b>	Health, Safety and Wellbeing
<b>POST TITLE</b>	Assistant Health, Safety and Wellbeing Manager
<b>POST NO</b>	NU282
<b>GRADE</b>	12
<b>LOCATION</b>	South Wales Fire and 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 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.

<b>Factor</b>	<b>Evidence</b>	<b>Essential/ Desirable</b>	<b>How Identified</b>
<b>Qualifications</b>	<b>Degree level in a health and safety or management based role</b>	<b>Essential*</b>	<b>Application/ Selection*</b>
	<b>Membership of IOSH or equivalent</b>	<b>Desirable*</b>	<b>Application*</b>
	<b>ET01 or equivalent training experience</b>	<b>Desirable*</b>	<b>Application*</b>
<b>Knowledge/ Experience</b>	<b>Experience of working in a health and safety or risk management role</b>	<b>Essential*</b>	<b>Application/ Selection*</b>
	Experience in budget planning and management	Desirable	Application/ Selection
	Practical knowledge of Microsoft Office Packages e.g. Outlook, Word, Excel etc.	Essential	Application
	<b>Experience of managing and coordinating a team to achieve pre-planned targets</b>	<b>Essential*</b>	<b>Application*</b>
	An understanding of the Well-being of Future Generations (Wales) Act 2015	Essential	Application/ Selection

<b>Personal Style</b>	An understanding and respect for matters of diversity and the ability to adopt a fair and ethical approach to others	Essential	Application/ Selection
	<b>Ability to work in full compliance with organisational policy and legislative guidance, respecting any sensitive information that is presented</b>	<b>Essential*</b>	<b>Application/ Selection*</b>
	Proactive in supporting change, and the ability to adjust approach to meet changing requirements	Essential	Application/ Selection
<b>Interpersonal</b>	<b>Ability to communicate effectively both orally and in writing to a range of different audiences.</b>	<b>Essential</b>	<b>Application/ Selection</b>
	Ability to work effectively with others.	Essential	Application/ Selection
	<b>Commitment to and ability to develop self, individuals, teams and others, to improve organisational effectiveness.</b>	<b>Essential</b>	<b>Application/ Selection</b>
	Ability to chair meetings as required	Desirable	Application/ Selection
<b>Task</b>	Ability to adopt a conscientious and proactive approach to work, to achieve and maintain excellent standards	Essential	Application/ Selection
	Ability to maintain an active awareness of the environment to promote safe and effective working	Essential	Application/ Selection
	Ability to understand and apply relevant information to make appropriate decisions and create practical solutions	Essential	Application/ Selection

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

