

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

DEPARTMENT	Service Performance & Communications
POST TITLE	Communications Assistant
POST NO	NU600
GRADE	4
LOCATION	Fire Service Headquarters

Within the Additional Information Section on the Application Form, it is important that you **address each of the Criteria highlighted and marked with an Asterisk*** on the Person Specification below. Within the Application Form we will also need to be able to identify that you have any Essential Qualifications recorded on the Person Specification.

Factor	Evidence	Essential/ Desirable	How Identified
Qualifications	GCSE Mathematics grade A – C, or relevant experience within an administrative role.*	Essential*	Application & Selection*
Knowledge/ Experience	Experience of working in an Administrative and/or Communications role.*	Essential*	Application/ Selection*
	The ability to communicate through the medium of Welsh.*	Essential*	Application/ Selection*
	Experience of Microsoft Office Packages including Word, Excel and Outlook.	Essential	Selection
	A general understanding of media relations and communications.	Essential	Selection
	Experience of interacting with customers, colleagues and members of the public.	Essential	Selection
Personal Style	Ability to work on own initiative in a demanding and changing environment with good commitment to allocated tasks.*	Essential *	Application/ Selection*
	Ability to embrace and value diversity and demonstrate a fair and ethical approach e.g. finding solutions to support diversity in the workforce.	Essential	Selection
	Ability to maintain a confident and resilient attitude in highly challenging situations.	Essential	Selection

Interpersonal	<p>Ability to communicate effectively both orally and in writing to a range of different audiences.*</p> <p>Ability to work effectively with others both within the Fire & Rescue Service and external organisations.</p> <p>Commitment to and ability to develop self, individuals, teams and others, to improve organizational effectiveness.</p>	<p>Essential *</p> <p>Essential</p> <p>Desirable</p>	<p>Application/ Selection *</p> <p>Selection</p> <p>Selection</p>
Task	<p>Ability to produce accurate and professional work with an attention to detail.*</p> <p>Ability to understand and apply relevant information to make appropriate decisions and create practical solutions.</p> <p>Ability to lead others to achieve excellence by the establishment, maintenance and management of performance requirements.</p>	<p>Essential*</p> <p>Essential</p> <p>Desirable</p>	<p>Application & Selection*</p> <p>Selection</p> <p>Selection</p>

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

LEVEL THREE DESCRIPTORS	LEVEL DESCRIPTORS FOR WELSH ESSENTIAL POSTS
<p>Competence in a broad range of factual, persuasive and expressive language tasks performed in a variety of contexts. Most language tasks require decision making to select appropriate language. The individual is expected to be able to combine and recombine</p>	<p>Speaking and Listening</p> <ul style="list-style-type: none"> • Obtain information about key tasks by questioning and listening • Convey information about key work tasks to internal and external colleagues in Welsh • Obtain personal and work related information from a variety of oral sources such as conversations, radio and television • Can deal with enquiries effectively • Can chair and facilitate meetings in Welsh • Deliver simple prepared semi-structured presentations • Give and seek instructions and guidance to achieve key work tasks • Contribute to routine business discussions

<p>language elements to accomplish key work tasks.</p> <p>Equivalent Qualification: Canolradd (WJEC) (Welsh Learners Exam)</p>	<ul style="list-style-type: none"> • Able to follow a conversation or discussion on a professional level and discuss general work related topics in order to convey information or describe an opinion • Present a basic verbal argument for and against a given topic
	<p>Reading</p> <ul style="list-style-type: none"> • Able to obtain specific work related and personal information from sources such as articles, simple reports and other professional documents • Obtain information and opinions from a variety of texts
	<p>Writing</p> <ul style="list-style-type: none"> • Able to write formal and informal letters, memos and complete forms with a range of factual information and opinion relevant to the post, to both internal and external colleagues • Create simple semi-structured presentations and supporting documents for internal and external colleagues • Create written resources to ascertain and record opinion • Create basic written arguments

