

SOUTH WALES FIRE AND RESCUE SERVICE
PERSON SPECIFICATION

DEPARTMENT	Human Resources
POST TITLE	Administrative Assistant
POST NO	NU085
GRADE	4
LOCATION	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
Knowledge/ Experience	Experience of undertaking general administrative activities.*	Essential*	Application*/ Selection
	Experience of using Microsoft Office Packages (Word, Excel, Outlook).*	Essential*	Application*/ Selection
	Ability to communicate through the medium of Welsh.	Desirable	Application
Personal Style	Ability to work in full compliance with confidentiality policies and procedures (i.e. ensuring personal and employment related information remains confidential).*	Essential*	Application*/ Selection
Interpersonal	Ability to work effectively with others (e.g. supporting the work of others, passing on information, providing updates on progress).	Essential	Selection
Task	Ability to adopt a conscientious and proactive approach to work (e.g. ensuring work is completed in a timely manner).	Essential	Selection
	Ability to understand, apply and adapt a range of different administrative processes to meet the needs of the situation.	Essential*	Application*/ Selection

- The successful candidate will be required to undertake a Drug and Alcohol Test prior to an appointment being made.
- This document is available in both English and Welsh and we welcome communication in both of these languages.

