

SOUTH WALES FIRE AND RESCUE SERVICE
PERSON SPECIFICATION

DEPARTMENT	Operations
POST TITLE	Administrative Assistant Training
POST NO	NU006
GRADE	6
LOCATION	FSHQ

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.

Please include in your application details of any essential/desirable qualifications outlined in the Person Specification below.

Factor	Evidence	Essential/ Desirable	How Identified
Knowledge/ Experience	<p>At least 2 years relevant administrative experience. Proven organisational skills</p> <p>Word processing/typing qualification. Good IT skills with sound working knowledge and experience of Microsoft Office Applications.</p> <p>Knowledge of Stations and an understanding of crewing levels.</p> <p>Knowledge of Service training courses.</p> <p>Ability to speak Welsh</p>	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Desirable</p>	<p>Application Form * and Interview</p> <p>Application Form * and Interview</p> <p>Interview</p> <p>Application Form and Interview*</p> <p>Interview</p>
Personal Style	<p>Ability to make decisions in a fast changing challenging environment by prioritising and using own initiative. Dealing with queries and issues effectively and efficiently.</p>	Essential	Application Form* and interview
Intrapersonal	<p>Ability to communicate and liaise with personnel at all levels in an effective, professional and confident manner.</p>	Essential	<p>Application Form * and interview</p> <p>Application Form and</p>

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	Ability to work equally effectively as a team player or on own initiative	Essential	interview *
Task	Ability to accurately update records, databases and spreadsheets The ability to be flexible and adaptable with a common sense approach.	Essential* Essential	Application Form * and interview Application Form * and interview