



PLANNING, PERFORMANCE AND RISK ASSISTANT

Service Performance and Communications Department

GRADE 6: £20,903 - £22,183 per annum

(Please note that all salaries are subject to Job Evaluation)

Temporary until February 2022

37 hours per week

The above vacancy has arisen within the Service Performance and Communications Department, South Wales Fire and Rescue Service Headquarters, Forest View Business Park, Llantrisant, CF72 8LX.

The successful candidate will report to the Planning, Performance and Risk Manager and will be responsible for collating and validating information from a number of sources, utilising a suite of ICT systems and processes.

The post holder will have responsibility for providing guidance to staff to ensure the accurate and timely input of information to our Business Management Information System, in accordance with our latest performance management and risk management frameworks. The role will support all key team functions to ensure a qualitative and timely flow of information, both internal and external to the organisation.

Welsh language skills are desirable, but not essential for this post.

An Application Form, Job Description and Person Specification can be downloaded from the Working for Us / Latest Vacancies page of our website at www.southwales-fire.gov.uk

If you have any queries about the job role, you are invited to contact Statistics Unit Manager, Jon Carter by e-mail: j-carter@southwales-fire.gov.uk

The closing date for receipt of application forms is **12:00, mid-day, 15/07/2021**. The date for the selection stage is to be confirmed. Completed applications should be returned to: The Recruitment and Resourcing Team, South Wales Fire & Rescue Service Headquarters, Forest View Business Park, Llantrisant, CF72 8LX or via email: personnel@southwales-fire.gov.uk

The successful candidate will be subject to a satisfactory Disclosure and Barring Service check and be required to undertake a Drug and Alcohol Test prior to an appointment being made.

All documentation is available in both in English and in Welsh and we welcome communication in either language. Applications submitted in Welsh will not be treated less favourably.

We are a family friendly organisation and a flexible working system is in operation.

South Wales Fire and Rescue Service believes in the real value of having a diverse workforce and we proactively want to encourage applicants from all sectors of our community to apply.

