



**Human Resources Department**  
**HR ADMINISTRATIVE ASSISTANT – ATTENDANCE MANAGEMENT**  
**GRADE 4**  
**37 hours per week**  
**SALARY: from £19,312– to £19,698**

South Wales Fire & Rescue Service is seeking to appoint an enthusiastic, organised and proactive person to undertake the administrative duties within its busy Attendance Management Team.

This post is full time (37 hours per week) and is based at our Headquarters in Llantrisant.

Welsh language skills are desirable, but not essential for the role.

More details in relation to this position can be found in the Job Description and Person Specification. For more information, you are invited to contact Karen Davies, HR Manager, Attendance Management ([kv-davies@southwales-fire.gov.uk](mailto:kv-davies@southwales-fire.gov.uk)) or phone 01443 23 2122

Applications are invited from candidates with suitable experience and qualifications. Closing date for the receipt of application forms is **Friday 28<sup>th</sup> January 12 noon**. An application pack can be obtained by e-mailing [personnel@southwales-fire.gov.uk](mailto:personnel@southwales-fire.gov.uk) or telephoning 01443 232200, or telephoning our 24 hour recruitment line on 01443 232333. **Please quote the Reference Number of this vacancy.**

The service encourages applications for employment from under-represented groups in particular women, black and minority ethnic groups, disabled people and Welsh speakers.

---

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

---

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

---

An Application Form, Job Description and Person Specification can be downloaded from the Careers page of our website at [www.southwales-fire.gov.uk](http://www.southwales-fire.gov.uk).

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.

Please note that all salaries are subject to job evaluation.

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.

