

SOUTH WALES FIRE AND RESCUE SERVICE
PERSON SPECIFICATION

DEPARTMENT	Business Fire Safety
POST TITLE	Business Fire Safety Support Team Manager
POST NO	NU010
GRADE	10
LOCATION	Fire Service Headquarters, Llantrisant

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.

Where a qualification is highlighted as being an 'Essential Criteria', you will be required to provide a copy of your Certificates with your Application Form.

Factor	Evidence	Essential/ Desirable	How Identified
Knowledge/ Experience	Proven experience of Fire Safety Legislation and associated work*	Essential*	Application*
	Knowledge and experience of Business Fire Safety systems*	Essential*	Application*/ Selection
	Experience of fire safety statistical requirements and reporting systems*	Essential*	Application*
	Functional knowledge of Microsoft Office Packages e.g. Outlook, Word, Excel etc. and a detailed understanding of databases.	Essential	Application
	The ability to communicate through the medium of Welsh	Desirable	Application
Personal Style	Ability to embrace and value diversity and demonstrate a fair and ethical approach in all situations.	Essential	Selection
	Ability to work in full compliance with organizational policy and legislative guidance, respecting any sensitive information that is presented.	Essential	Selection
	Proactive in promoting change, and the ability to seek opportunities to promote improved organizational effectiveness.	Essential*	Application*/ Selection

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Interpersonal	Ability to lead, involve and motivate others both within the Fire & Rescue Service and in the community	Essential	Selection
	Ability to communicate effectively both orally and in writing to a wide range of audiences	Essential	Selection
	Commitment to and ability to develop self, individuals and teams to improve organizational effectiveness	Essential	Selection
Task	Ability to understand and apply relevant information to make appropriate decisions and create practical solutions.	Essential	Selection
	Ability to lead others to achieve excellence by the establishment, maintenance and management of performance requirements	Essential	Selection

The successful candidate will be required to undertake a Drug and Alcohol Test prior to an appointment being made.

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

