

**SOUTH WALES FIRE AND RESCUE SERVICE**  
**PERSON SPECIFICATION**

<b>DEPARTMENT</b>	Service Performance & Communications
<b>POST TITLE</b>	Planning, Performance and Risk Assistant
<b>POST NO</b>	503124
<b>GRADE</b>	6
<b>LOCATION</b>	Fire and Rescue 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.

<b>Factor</b>	<b>Evidence</b>	<b>Essential/ Desirable</b>	<b>How Identified</b>
<b>Qualifications</b>	<b>GCSE Mathematics grade A – C, or relevant experience using data</b>	<b>Essential*</b>	<b>Application &amp; Selection*</b>
<b>Knowledge/ Experience</b>	<b>Experience of Microsoft Office Packages, particularly Microsoft Excel.*</b>	<b>Essential*</b>	<b>Application &amp; Selection*</b>
	<b>The ability to communicate through the medium of Welsh. *</b>	<b>Essential*</b>	<b>Application &amp; Selection*</b>
	Experience of working in an Administrative Role.	Essential	Selection
	Practical understanding or experience of performance indicators and performance management.	Essential	Selection
	Knowledge of Data Protection and Freedom of Information legislation	Desirable	Selection
<b>Personal Style</b>	<b>Ability to maintain a confident and resilient attitude in highly challenging situations.*</b>	<b>Essential*</b>	<b>Application &amp; Selection*</b>
	Ability to work in full compliance with organisational policy and legislative guidance, respecting any sensitive information that is	Essential	Selection

	<p>presented.</p> <p>Proactive in supporting change, and the ability to adjust approach to meet changing requirements.</p> <p>Ability to embrace and value diversity and demonstrates a fair and ethical approach in all situations.</p>	<p>Essential</p> <p>Essential</p>	<p>Selection</p> <p>Selection</p>
<b>Intrapersonal</b>	<p><b>Ability to communicate effectively both orally and in writing to a range of audiences.*</b></p> <p>Able to lead, involve and motivate others both within the Fire and Rescue Service and in the Community.</p> <p>Commitment to and ability to develop self, individuals, team and others, to improve organisational effectiveness.</p>	<p><b>Essential*</b></p> <p>Essential</p> <p>Desirable</p>	<p><b>Application &amp; Selection*</b></p> <p>Selection</p> <p>Selection</p>
<b>Task</b>	<p><b>Ability to understand and apply relevant information to make appropriate decisions and create practical solutions.*</b></p> <p>Ability to produce accurate and professional work with an attention to detail.</p> <p>Ability to lead others to achieve excellence by the establishment, maintenance and management of performance requirements.</p>	<p><b>Essential*</b></p> <p>Essential</p> <p>Essential</p>	<p><b>Application &amp; Selection*</b></p> <p>Selection</p> <p>Selection</p>

**This role involves frequent travel between sites throughout the South Wales area. The successful candidate must be able to travel independently.**

<b>LEVEL THREE DESCRIPTORS</b>	<b>LEVEL DESCRIPTORS FOR WELSH ESSENTIAL POSTS</b>
<p>Competence in a broad range of factual, persuasive and expressive language tasks performed in a variety of contexts. Most language tasks require decision making to select appropriate language. The individual is expected to be</p>	<p><b>Speaking and Listening</b></p> <ul style="list-style-type: none"> <li>• Obtain information about key tasks by questioning and listening</li> <li>• Convey information about key work tasks to internal and external colleagues in Welsh</li> <li>• Obtain personal and work related information from a variety of oral sources such as conversations, radio and television</li> <li>• Can deal with enquiries effectively</li> <li>• Can chair and facilitate meetings in Welsh</li> <li>• Deliver simple prepared semi-structured presentations</li> <li>• Give and seek instructions and guidance to achieve key work</li> </ul>

<p>able to combine and recombine language elements to accomplish key work tasks.</p> <p>Equivalent Qualification: Canolradd (WJEC) (Welsh Learners Exam)</p>	<p>tasks</p> <ul style="list-style-type: none"> <li>• Contribute to routine business discussions</li> <li>• Able to follow a conversation or discussion on a professional level and discuss general work related topics in order to convey information or describe an opinion</li> <li>• Present a basic verbal argument for and against a given topic</li> </ul>
	<p><b>Reading</b></p> <ul style="list-style-type: none"> <li>• Able to obtain specific work related and personal information from sources such as articles, simple reports and other professional documents</li> <li>• Obtain information and opinions from a variety of texts</li> </ul>
	<p><b>Writing</b></p> <ul style="list-style-type: none"> <li>• Able to write formal and informal letters, memos and complete forms with a range of factual information and opinion relevant to the post, to both internal and external colleagues</li> <li>• Create simple semi-structured presentations and supporting documents for internal and external colleagues</li> <li>• Create written resources to ascertain and record opinion</li> <li>• Create basic written arguments</li> </ul>

