

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

<b>DEPARTMENT</b>	Finance, Procurement and Property
<b>POST TITLE</b>	Sustainability Officer
<b>GRADE</b>	Grade 13
<b>LOCATION</b>	Fire & Rescue Service Headquarters

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>Knowledge/ Experience</b>	A post-16 qualification in a relevant field e.g. sustainability, building, energy management, community development or similar.	<b>Essential*</b>	<b>Application* Form/ Selection</b>
	A degree-level qualification in a relevant field e.g. sustainability, building, energy management, community development or similar.	Desirable	Application Form/ Selection
	A good understanding of the basic principles of energy efficiency in buildings and sustainable building methods.	<b>Essential*</b>	<b>Application* Form/ Selection</b>
	A good understanding of the main features of various renewable technologies and how they can be used appropriately with buildings.	<b>Essential*</b>	<b>Application* Form/ Selection</b>
	Understanding or experience of carbon footprinting tools for business.	<b>Essential*</b>	<b>Application Form* /Selection</b>
	An understanding of and demonstrable interest in the objectives that SWRFS seeks to deliver around sustainability and creating a zero-carbon organisation.	<b>Essential*</b>	<b>Application Form/ Selection</b>
	Experience of planning, organising, scheduling and budget management of projects.	<b>Essential*</b>	<b>Application* Form/ Selection</b>

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	<p>Ability and willingness to prioritise, work to deadlines and juggle multiple priorities.</p> <p>Creative and innovative approach to work.</p> <p>Experience of community engagement (especially with volunteers and committee members) or community consultation.</p> <p>Experience of providing energy audits, including site surveys, energy data analysis and technical report writing.</p> <p>Experience of sourcing funds, specifically the ability to act quickly on opportunities and attract contract and grant funding.</p> <p>Experience in online meeting platforms and webinars.</p>	<p><b>Essential*</b></p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>	<p><b>Application Form/ Selection</b></p> <p>Application Form/ Selection</p> <p>Application Form/ Selection</p> <p>Application Form/ Selection</p>
<b>Personal Style</b>	<p>Experience of working with people from a wide variety of backgrounds, including community groups.</p> <p>Experience of delivering community-led schemes, especially on energy efficiency and renewables</p> <p>Knowledge of and contacts from the South Wales area preferably across various community and/or sustainability-driven initiatives.</p> <p>Experience of monitoring and evaluating projects.</p>	<p><b>Essential*</b></p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>	<p>Application Form*/ Selection</p>
<b>Interpersonal</b>	<p>Excellent communication skills, with the ability to put complex information across simply and concisely and to a range of different audiences.</p> <p>Ability to work flexibly including evening and weekend working by agreement.</p>	<p><b>Essential*</b></p> <p>Essential</p>	<p><b>Application* Form/ Selection</b></p> <p>Selection</p>

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

**A Disclosure Barring Service (DBS) check will be required in the event of a successful application. Having a criminal record will not necessarily be a bar to obtaining a position.**

**This document is available in both English and Welsh and we welcome communication in both of these languages.**



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