



PLANNING, PERFORMANCE AND RISK ASSISTANT

GRADE 6, SALARY: from £21,695 - £22,571
(Subject to job evaluation)

A **permanent** *Planning, Performance and Risk Assistant* position has arisen within the Service Performance and Communications Department at South Wales Fire and Rescue Service. This role will be based at our Llantrisant Headquarters and is **full-time (37 hours per week – Welsh essential)**.

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

The role 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.

The ability to communicate through the medium of Welsh is essential for this post.

More details in relation to this position can be found in the Job Description and Person Specification

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

Completed applications should be returned to: The Recruitment and Assessment Team, South Wales Fire & Rescue Service Headquarters, Forest View Business Park, Llantrisant, CF72 8LX or via email: personnel@southwales-fire.gov.uk

The closing date for receipt of application forms is: 13th June 2022 at 12 midday.

All documentation are available in both Welsh and English and we welcome communication in either language. Applications submitted in Welsh will not be treated less favourably. Candidates successful at the Shortlisting stage will be given the opportunity to confirm their language preference for interviews and assessments (including paperwork, verbal introductions and interview questions). Arrangements will be confirmed following invitation to interview and may include Translation and/or Simultaneous Translation.

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.

