

Gwasanaeth Tân ac Achub
De Cymru



South Wales
Fire and Rescue Service

Health, Safety and Wellbeing Administrator (502270)
GRADE 6
No of hours per week 37hrs
SALARY: from £21,695 – £22,571

A permanent position as **Administrator** has arisen within the **Health, Safety and Wellbeing Team** at South Wales Fire and Rescue Service. This role will be based at our Llantrisant headquarters and is **full-time (37 hours per week)**. We are a family friendly organisation and a flexible working system is in operation.

This post as part of the Health, Safety & Wellbeing Team will be responsible for carrying out a range of administrative functions and provide a central point of contact to the service. It will require the successful candidate to assist in the maintenance of a professional team that provides quality and accurate specialist Health, Safety & Wellbeing advice and support to enable the South Wales Fire and Rescue Service Management and employees/volunteers to effectively discharge their statutory responsibilities.

Completed application forms should be returned to: Recruitment & Resourcing Team, South Wales Fire & Rescue Service Headquarters, Forest View Business Park, Llantrisant, CF72 8LX or via e -mail to personnel@southwales-fire.gov.uk.

The closing date for application forms is 8th July 2022 at 12 noon.

Please note we do not accept CVs.

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.

SWFRS 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.

