

Gwasanaeth Tân ac Achub  
**De Cymru**



**South Wales**  
Fire and Rescue Service

**Insurance Admin Officer  
GRADE 7  
SALARY: from £23,953 to £24,920 pro rata  
Temporary (12 months)  
15 hours per week  
Post Number: NU133**

A Temporary (12 months) Insurance Admin Officer position has arisen within the Service Legal and Insurance Department at South Wales Fire and Rescue Service. This role will be based at our Llantrisant Headquarters and is part-time (15 hours per week). We are a family friendly organisation and a flexible working system is in operation.

The successful candidate will be reporting to the Legal Services Manager. The post holder will be responsible for the day to day administration and main liaison for all insurance matters both internally and externally. The role involves receiving, distributing and recording details of claims for liability (public and employers) incidents in line with policy requirements. The role will have responsibility for preparing reports and presenting statistics, both for liability and vehicle claims to internal groups & committees.

- Welsh language skills are desirable for this post.

**An Application Form, Job Description and Person Specification can be downloaded from our website [www.southwales-fire.gov.uk](http://www.southwales-fire.gov.uk).**

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](mailto:personnel@southwales-fire.gov.uk). **The closing date for application forms is 8<sup>th</sup> 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.**

