

SOUTH WALES FIRE AND RESCUE SERVICE
PERSON SPECIFICATION

DEPARTMENT	Business Support
POST TITLE	Insurance Admin Officer
GRADE	7
LOCATION	Fire 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.

Factor	Evidence	Essential/ Desirable	How Identified
Qualifications	No Specific qualifications are required for this post.		
Knowledge/ Experience	Experience of Microsoft Office Packages including Word, Excel and Outlook.	Essential*	Application/ Selection
	Experience of working in an Administrative role.	Essential*	Application/ Selection
	Knowledge of and/or relevant experience of working within the Insurance Industry	Desirable	Application
	The ability to communicate through the medium of Welsh	Desirable	Application
Personal Style	Ability to maintain a confident and resilient attitude in challenging situations.*	Essential*	Application/ Selection
	Ability to work in full compliance with organisational policy and legislative guidance, respecting any sensitive information that is presented.	Essential	Selection
	Ability to embrace and value diversity and demonstrates a fair and ethical approach in all situations.	Essential	Selection

	Proactive in supporting change, and the ability to adjust approach to meet changing requirements.	Essential	Selection
Intrapersonal	Ability to communicate effectively both orally and in writing to a range of audiences.	Essential*	Application/ Selection
	Ability to work effectively with others both within the Fire & Rescue Service and external organisations.	Essential	Selection
	Commitment to and ability to develop self, individuals, team and others, to improve organisational effectiveness.	Desirable	Selection
Task	Ability to produce accurate and professional work with an attention to detail.	Essential*	Application/ Selection
	Ability to understand and apply relevant information to make appropriate decisions and create practical solutions.*	Essential*	Application/ Selection
	Ability to understand, recall, apply and adapt relevant information in an organised, safe and systematic way.	Essential	Selection
	Ability to adopt a conscientious and proactive approach to work to achieve and maintain excellent standards.	Essential	Selection

The successful candidate will be required to undertake a Drug and Alcohol Test prior to an appointment being made.

This role may involve some 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.

