

SOUTH WALES FIRE AND RESCUE SERVICE
PERSON SPECIFICATION

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| DEPARTMENT | Health, Safety and Wellbeing (Operational Risk Management) |
| POST TITLE | Health, Safety and Wellbeing Administrator |
| POST NO | 503204 |
| GRADE | 6 |
| LOCATION | Fire and Recue 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 | NEBOSH General Certificate | Desirable | Application/ Interview |
| | IOSH Managing Safely | Desirable | Application/ Interview |
| Knowledge/ Experience | Experience of working within a Health and Safety role | Desirable | Application/ Interview |
| | Experience of preparing and interpreting a range of statistics and producing reports | Essential* | Application*/ Interview |
| | In-depth knowledge of Microsoft Office Packages e.g. Outlook, Word, Excel etc. | Essential* | Application*/ Interview |
| | Experience in undertaking general administrative duties | Essential | Application / Interview |
| | The ability to communicate through the | Desirable | Application |

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| | medium of Welsh | | |
| Personal Style | An understanding and respect for matters of diversity and the ability to adopt a fair and ethical approach to others | Essential | Application/ Interview |
| | Ability to work in full compliance with organisational policy and legislative guidance, respecting any sensitive information that is presented | Essential* | Application*/ Interview |
| Interpersonal | Ability to communicate effectively both orally and in writing to a range of different audiences | Essential* | Application*/ Interview |
| | Ability to work effectively with others | Essential | Application/ Interview |
| | Experience of working with a range of interested parties both internal and external to the organisation | Essential | Application / Interview |
| | Commitment to and ability to develop self, individuals, teams and others, to improve organisational effectiveness. | Essential | Application/ Interview |
| Task | Ability to adopt a conscientious and proactive approach to work to achieve and maintain excellent standards | Essential | Application/ Interview |
| | Ability to maintain an active awareness of the environment to promote safe and effective working | Essential | Application/ Interview |
| | Ability to understand and apply relevant information to make appropriate decisions and create practical solutions | Essential* | Application*/ Interview |

This role may involve travel between sites throughout the South Wales area.

