

**SOUTH WALES FIRE AND RESCUE SERVICE**  
**PERSON SPECIFICATION**

<b>DEPARTMENT</b>	Human Resources – Occupational Health Unit
<b>POST TITLE</b>	Administrative Assistant
<b>POST NO</b>	NU86
<b>GRADE</b>	4
<b>LOCATION</b>	Occupational Health Unit, Pontyclun

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.

<b>Factor</b>	<b>Evidence</b>	<b>Essential/ Desirable</b>	<b>How Identified</b>
<b>Knowledge/ Experience</b>	Experience of working in an administrative field with Microsoft Office applications  RSA II Word Processing, ECDL or equivalent	<b>Essential*</b>  Desirable	<b>Application Form/Interview</b>  Application Form/Evidence of Certificates
<b>Mental Skills</b>	The ability to deal with routine enquiries efficiently	Essential	Application form/Interview
<b>Interpersonal and Communication Skills</b>	Ability to communicate effectively with people at all levels in a confident manner  Effective team player	<b>Essential*</b>  Essential	<b>Application form/Interview</b>  Application form/Interview
<b>Physical Skills</b>	Ability to accurately update databases	Essential	Application form/Interview
<b>Initiative and Independence</b>	Ability to use own initiative  Ability to work within set policies/procedures/guidelines	Essential  Essential	Application form/Interview  Application form/Interview
<b>Mental Demands</b>	Ability to work with conflicting demands, tight deadlines and large quantities of work	<b>Essential*</b>	<b>Application form/Interview</b>

	A flexible approach to workloads	Essential	Application form/Interview
<b>Responsibility for Physical Resources</b>	Responsible attitude to ensuring that confidentiality is maintained at all times	<b>Essential*</b>	<b>Application form/Interview</b>
	Responsible attitude to maintaining accurate information both manually and electronically	Essential	Application form/Interview
<b>Other</b>	Commitment to the promotion and understanding of Equal Opportunities	Essential	Application form/Interview
	Ability to speak or willingness to learn Welsh	Desirable	Application form/Interview

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

**This role may occasionally involve travel between sites (usually between the Occupational Health Unit and Fire Service Headquarters for meetings). The successful candidate must be able to travel independently.**

**This document is available in both English and Welsh and we welcome communication in both of these languages.**

