

Gwasanaeth Tân ac Achub
De Cymru



South Wales
Fire and Rescue Service

SOUTH WALES FIRE AND RESCUE SERVICE

FIRE SAFETY FIRE SAFETY SUPPORT OFFICER

**PERMANENT POST
37 hours per week
REF: NU005
GRADE 7 - SALARY £23,953- £24,920**

A fantastic opportunity has arisen within our Fire Safety Department based at South Wales Fire & Rescue HQ in LLantrisant.

The successful candidate will be responsible for providing administrative support and assistance to the Fire Safety Managers and the Fire Safety Auditing Teams in carrying out Fire Safety enforcement and other risk reduction initiatives. Knowledge of Fire Safety Legislation and a practical knowledge of Microsoft Office is an essential requirement of the role.

An Application Form, Job Description and Person Specification can be downloaded from our website 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. **The closing date for applications is 5th August 2022 at 12:00.**

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.

