

SOUTH WALES FIRE AND RESCUE SERVICE
PERSON SPECIFICATION

DEPARTMENT	Fire Safety
POST TITLE	Fire Safety Support Officer
POST NO	NU005
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
Knowledge/ Experience	Knowledge of Fire Safety Legislation and associated work	Essential*	Application/ Selection
	Experience of Microsoft Office Packages e.g Outlook, Word, Excel, Office 365,	Essential *	Application/ Selection
	Experience of working in an administrative role	Essential *	Application/ Selection
	The ability to communicate through the medium of Welsh	Desirable	Application
Personal Style	Ability to embrace and value diversity and demonstrate a fair and ethical approach in all situations.	Essential	Selection
	Proactive in supporting change and the ability to meet changing requirements	Essential*	Application*/ Selection
Interpersonal	Ability to lead, involve and motivate others both within the Fire & Rescue Service and in the community	Essential	Selection
	Ability to communicate effectively both orally and in writing to a wide range of audiences	Essential	Selection

	Commitment to and ability to develop self, individuals and teams to improve organizational effectiveness	Essential	Selection
Task	Ability to understand and apply relevant information to make appropriate decisions and create practical solutions.	Essential *	Application/ Selection
	Ability to lead others to achieve excellence by the establishment, maintenance and management of performance requirements.	Essential	Selection

