



**MANAGEMENT INFORMATION ASSISTANT**  
**GRADE 6, SALARY: from £21,695 – £22,571 (37 hours pw, permanent)**  
**Post Number: 503124**

In the role of the **Management Information Assistant**, you will have the opportunity to work with teams across the Service, assisting with development of business plans and supporting users of our Management Information System with guidance and training. You will also assist projects and departments in development of reporting dashboards and monitoring tools.

You will ensure information is accurate and up to date, enabling timely and accurate information flow within the Service and to external organisations. Attention to detail is key, along with excellent time management and experience of using Microsoft Office packages, particularly Excel.

This is a permanent role based at Fire Service Headquarters, Forest View Business Park, Llantrisant. We offer:

- Flexible working system
- Family friendly procedures
- On-site gym
- Weekly exercise allowance (60 minutes)
- Employee Assistance Programme
- 25 days annual leave

Full details on the role can be found in the Job Description and Person Specification but if you have any queries contact the PPR Manager by e-mailing [s-absalom@southwales-fire.gov.uk](mailto:s-absalom@southwales-fire.gov.uk)

An Application Form, Job Description and Person Specification can be downloaded from the Working for Us / Latest Vacancies page of our website at [www.southwales-fire.gov.uk](http://www.southwales-fire.gov.uk)

Completed applications should be returned to: The Recruitment and Assessment Team, South Wales Fire & Rescue Service Headquarters, Forest View Business Park, Llantrisant, CF72 8LX or via email: [personnel@southwales-fire.gov.uk](mailto:personnel@southwales-fire.gov.uk)

**The closing date for receipt of application forms is 5<sup>th</sup> August 2022**

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 favorably.

**South Wales Fire and Rescue Service 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.**

