

SOUTH WALES FIRE AND RESCUE SERVICE
PERSON SPECIFICATION

DEPARTMENT	Service Performance & Communications
POST TITLE	Management Information Assistant
POST NO	503124
GRADE	6
LOCATION	Fire and Rescue Service Headquarters, Llantrisant

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	GCSE Mathematics grade A – C, or relevant experience using data	Essential*	Application & Selection*
Knowledge/ Experience	Experience of Microsoft Office Packages, particularly Microsoft Excel.*	Essential*	Application & Selection*
	Experience of working in an Administrative Role.	Essential	Selection
	Understanding or experience of managing information	Essential	Selection
Personal Style	Knowledge of Data Protection and Freedom of Information legislation	Desirable	Selection
	Ability to maintain a confident and resilient attitude in highly challenging situations.*	Essential*	Application & Selection*
	Ability to work in full compliance with organisational policy and legislative guidance, respecting any sensitive information that is presented.	Essential	Selection
	Proactive in supporting change, and the ability to adjust approach to meet changing requirements.	Essential	Selection

	Ability to embrace and value diversity and demonstrates a fair and ethical approach in all situations.	Essential	Selection
Intrapersonal	Ability to communicate effectively both orally and in writing to a range of audiences.*	Essential*	Application & Selection*
	Able to lead, involve and motivate others both within the Fire and Rescue Service and in the Community.	Essential	Selection
	Commitment to and ability to develop self, individuals, team and others, to improve organisational effectiveness.	Desirable	Selection
Task	Ability to understand and apply relevant information to make appropriate decisions and create practical solutions.*	Essential*	Application & Selection*
	Ability to produce accurate and professional work with an attention to detail.	Essential	Selection
	Ability to lead others to achieve excellence by the establishment, maintenance and management of performance requirements.	Essential	Selection

This role involves frequent travel between sites throughout the South Wales area. The successful candidate must be able to travel independently.

