



Training Systems Administrator (NU110)

Permanent, Full Time Vacancy

**Grade 5
Salary Range
£20,444 - £20,852**

(Pay Award Pending)

An exciting opportunity has arisen for a permanent **Training Systems Administrator** within South Wales Fire and Rescue Service's Training and Development Department. This role will be based at Cardiff Gate Training and Development Centre, Church Road, Old St. Mellons, Cardiff, CF3 6YA and will be **full time 37 hours per week**.

Reporting to the Operational Development Manager, the successful candidate will support the build and administration of effective and efficient training records and planning systems for South Wales Fire & Rescue Service and also provide quality and professional administrative support to the Services Training and Development Department.

Working as part of the Operational Development team, the successful candidate will be responsible for assisting in the build and administration of effective course management, operational assurance and e-learning systems. They will also support the administration of wider training activities within the Training and Development department and will need to have experience of working in an administrative or IT functional role and be able to use Microsoft Office applications.

Excellent organisational skills are required, accuracy and attention to detail are also essential for this role, as well as an ability to communicate effectively across all levels, with a range of internal and external stakeholders. Training in South Wales Fire and Rescue Service software systems will be provided.

This role may involve some occasional travelling between sites throughout the South Wales area. The successful candidate must be able to travel independently.

The ability to speak Welsh is desirable but not essential for this post.

Applications are invited from candidates with suitable experience as outlined in the Person Specification. All appointments are subject to a driving licence check, drug and alcohol test and medical assessment.

South Wales Fire and Rescue Service believes in the value of having a diverse workforce and we encourage applicants from all sectors of our community to apply.

An application pack, including the Person Specification and Job Description, can be downloaded from the Current Vacancies section on the SWFRS website www.southwales-fire.gov.uk.

Completed Application Forms should be returned to: **The Recruitment and Resourcing Team**, South Wales Fire & Rescue Service Headquarters, Forest View Business Park, Llantrisant, CF72 8LX. The closing date for applications is **Thursday 6th October 2022 at 12 noon**.

Please note that this is a highly competitive process and only those who have fully demonstrated evidence against all of the essential criteria on the person specification will go forward to the Selection Process.