

SOUTH WALES FIRE AND RESCUE SERVICE
PERSON SPECIFICATION

DEPARTMENT	Training & Development
POST TITLE	Administrative Assistant
POST NO	500224
GRADE	5
LOCATION	Cardiff Gate Training & Development Centre

Essential criteria marked in **bold** 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	Practical experience of Microsoft Office packages e.g. Outlook, Word etc*	Essential*	Application*/ Selection
	Experience of working independently/unsupervised within an Administrative Role* and support others.	Essential*	Application*/ Selection
	The ability to communicate through the medium of Welsh	Desirable	Application/ Selection
Personal Style	Ability to embrace and value diversity and demonstrate a fair and ethical approach in all situations.	Essential	Selection
	Ability to work in full compliance with confidentiality policies and procedures.*	Essential*	Application*/ Selection
	Openness to change and the desire to actively seek to support it.	Essential	Selection
Intrapersonal	Ability to work effectively with others both within the Fire & Rescue Service and in the Community.	Essential	Selection
	Ability to communicate effectively both orally and in writing to a range of different audiences.	Essential	Selection

Task	Ability to understand, recall, apply and adapt relevant information in an organized, safe, systematic way (i.e. problem solving).	Essential	Selection
	Ability to create and implement effective plans and record decisions to meet departmental requirements.*	Essential*	Application*/ Selection
	Ability to adopt a conscientious and proactive approach to work to achieve and maintain excellent standards.	Essential	Selection

The successful candidate will be required to undertake a Drug and Alcohol Test prior to an appointment being made.

This document is available in both English and Welsh and we welcome communication in both of these languages.