



STATISTICAL AND RISK ASSISTANT - 502198
GRADE 6
SALARY: from £21,695 – £22,571
37 hours per week - permanent

In the role of **Statistical and Risk Assistant**, you will be responsible for collating and validating data and information from many internal and external sources, utilising a suite of ICT systems and processes.

You will provide guidance to operational staff to ensure the accurate and timely input of incident information on to the Incident Recording System (IRS), in accordance with the latest national guidance, and work with the Community Safety department to support their data quality processes. The role will support all key team functions to ensure a qualitative and timely flow of information both internal and external to the organisation.

This is a permanent role based at Fire Service Headquarters, Forest View Business Park, Llantrisant, but may involve travel to other locations. We offer:

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

More details in relation to this position can be found in the Job Description and Person Specification. Should you have any additional enquiries, you are invited to contact the Line Manager, Suzanne Absalom, by e-mailing 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

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

The closing date for receipt of application forms is Wednesday 5th October 2022 at 12:00.

The Interviews/Selection are scheduled to take place on Friday 14th October 2022.

All documentation is available in both Welsh and English and we welcome communication in either language. Applications submitted in Welsh will not be treated less favourably. Candidates successful at the Shortlisting stage will be given the opportunity to confirm their language preference for interviews and assessments (including paperwork, verbal introductions and interview questions). Arrangements will be confirmed following invitation to interview and may include Translation and/or Simultaneous Translation.

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.