

SOUTH WALES FIRE AND RESCUE SERVICE
PERSON SPECIFICATION

DEPARTMENT	Information Communications Technology
POST TITLE	ICT Trainer
POST NO	503265
GRADE	Grade 8
LOCATION	SWFRS, HQ

Essential criteria marked in **bold with an asterisk*** will be used for short-listing purposes.

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	Educated to HNC/HND level in an ICT discipline or relevant ICT experience*.	Essential*	Application*/ Interview
	Training qualification or relevant experience in developing and delivering ICT training to groups of staff.	Essential*	Application*/ Interview
Knowledge/ Experience	Extensive experience with Microsoft Office Applications including O365 *.	Essential*	Application*
	Working knowledge of current Microsoft technologies *.	Essential*	Application*
	Experience in the design and delivery of ICT training to staff*.	Essential*	Application*
	The ability to communicate through the medium of Welsh.	Desirable	Application
Personal Style	A committed team player with the ability to communicate and work effectively within a team environment*	Essential	Application*/ Interview
Interpersonal	Ability to communicate effectively both orally and in writing to a wide range of audiences.	Essential*	Application*
Task	Ability to understand and apply relevant information to make appropriate decisions which reflect key priorities and requirements.	Essential*	Application*

This job involves travel throughout the Service area, Wales, and other locations. As such, the successful applicant must be able to travel.

All documentation is available in both Welsh and English

