

SOUTH WALES FIRE AND RESCUE SERVICE
PERSON SPECIFICATION

DEPARTMENT	Business Support
POST TITLE	Administrative Support Officer
POST NO	NU405
GRADE	5
LOCATION	FSHQ

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	NVQ Business Level 2 or equivalent.	Essential*	Application
Knowledge/ Experience	Experience of working in an administrative environment using packages including Word, Excel and Outlook.	Essential*	Application
	Ability to speak Welsh	Essential*	Application
Personal Style	Ability to work in full compliance with confidentiality policies and procedures.	Essential*	Application
Intrapersonal	Ability to communicate effectively both orally and in writing to a range of different audiences.	Essential*	Application

Date Created:-
Author:-