



## Administrative Officer

**Post Number: NU405**

**Grade 5: £22,369 - £22,777 per annum**

South Wales Fire & Rescue Service is one of the leading Fire & Rescue Services in the UK and the largest of the 3 Fire & Rescue Services in Wales. Our Service area stretches from Chepstow, in the east to Port Talbot, in the west and from the south coast of Wales to the Brecon Beacons, in the north. We operate from 47 fire stations across the Service area and our Headquarters in Llantrisant.

A **permanent** position as Business Support Administrative Support Officer has arisen within our Business Support Department at South Wales Fire and Rescue Service. This role will be based at our Llantrisant Headquarters and is **37 hours per week**.

The ability to speak Welsh is essential for this post.

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 Business Support Manager, Nicola Davies on e-mail: [n-davies@southwales-fire.gov.uk](mailto:n-davies@southwales-fire.gov.uk) or phone **01443 232209**.

Application Forms should be completed online through our e-recruitment system, which can be accessed via our website: <https://www.southwales-fire.gov.uk/working-with-us/latest-vacancies/>

If a paper version is required, please email: [personnel@southwales-fire.gov.uk](mailto:personnel@southwales-fire.gov.uk)

The closing date for receipt of applications is: **14/12/2022 at 12:00 mid-day**.

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.

We are a family friendly organisation, and a flexible working system is in operation.

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.

