

**SOUTH WALES FIRE AND RESCUE SERVICE**  
**PERSON SPECIFICATION**

<b>DEPARTMENT</b>	Service Performance & Communications
<b>POST TITLE</b>	Administrative Officer – Information Governance and Compliance
<b>POST NO</b>	503105
<b>GRADE</b>	6
<b>LOCATION</b>	Fire and Rescue Service Headquarters, Llantrisant

Essential criteria marked in **bold with an asterisk\*** 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.

<b>Factor</b>	<b>Evidence</b>	<b>Essential/ Desirable</b>	<b>How Identified</b>
<b>Qualifications</b>	<b>GCSE Mathematics grade A – C, or relevant experience within an administrative role. *</b>	<b>Essential*</b>	<b>Application &amp; Selection*</b>
<b>Knowledge/ Experience</b>	<b>Experience of working in an Administrative Role. *</b>	<b>Essential*</b>	<b>Application &amp; Selection*</b>
	<b>Experience of Microsoft Office Packages, particularly Microsoft Excel. *</b>	<b>Essential*</b>	<b>Application &amp; Selection*</b>
	Knowledge of Data Protection and Freedom of Information legislation.	Essential	Selection
	The ability to communicate through the medium of Welsh.	Desirable	Selection
<b>Personal Style</b>	Experience of working with data.	Desirable	Selection
	<b>Ability to maintain a confident and resilient attitude in highly challenging situations. *</b>	<b>Essential*</b>	<b>Application &amp; Selection*</b>
	Ability to work in full compliance with organisational policy and legislative guidance, respecting any sensitive information that is presented.	Essential	Selection

	Proactive in supporting change, and the ability to adjust approach to meet changing requirements.	Essential	Selection
	Ability to embrace and value diversity and demonstrates a fair and ethical approach in all situations.	Essential	Selection
<b>Intrapersonal</b>	<b>Ability to communicate effectively both orally and in writing to a range of audiences. *</b>	<b>Essential*</b>	<b>Application &amp; Selection*</b>
	Able to lead, involve and motivate others both within the Fire and Rescue Service and in the Community.	Essential	Selection
	Commitment to and ability to develop self, individuals, team and others, to improve organisational effectiveness.	Desirable	Selection
<b>Task</b>	<b>Ability to understand and apply relevant information to make appropriate decisions and create practical solutions. *</b>	<b>Essential*</b>	<b>Application &amp; Selection*</b>
	Ability to produce accurate and professional work with an attention to detail.	Essential	Selection
	Ability to lead others to achieve excellence by the establishment, maintenance, and management of performance requirements.	Essential	Selection

