



**Business Support Supervisor
Corporate Support Department**

Ref: NU290

37 Hours per week

Grade 11

SALARY: £34,723 - £35,411 per annum

A rare and exciting opportunity has arisen within the Corporate Support Department for a **permanent** Business Support Supervisor based at South Wales Fire & Rescue Service Headquarters, Llantrisant.

Our mission is to make South Wales safer by reducing risk and as the Business Support Supervisor, you will be overseeing the Business Support and Secretariat Functions of the Service.

Responsible for the management of the Business Support Team and Secretariat Supervisor in supporting the wider Organisation in relation to:

- Secretariat Services
- Member Services
- Reception Services
- Business Support Services

Delivering effective, efficient and reliable services that meets the needs of the organisation. Ensuring agreed standards and procedures are implemented, adhered to and reviewed regularly to ensure fitness for purpose.

The successful candidate will have proven experience of ensuring the effective provision of a general administrative and secretariat service for an organisation. Knowledge and experience of making arrangements for awards presentations, ceremonies and events would be advantageous as would experience of providing effective support to members of committees and groups to enable effective governance arrangements for an organisation.

Welsh language skills are desirable but not essential for this post.

This is a full-time post with flexible hours in line with the Service's flexi time scheme.

This role may involve occasional travel between sites throughout the South Wales area. The successful candidate must be able to travel independently and a driving licence check will be required.

An Application Form, Job Description and Person Specification can be downloaded from our website: www.southwales-fire.gov.uk



All internal candidates applying should apply via their CORE portal, selecting “Current Vacancies” from the left hand tab. Please note this does not currently apply for RDS vacancies.

CV’s will be accepted as part of the application, however the criteria on the person specification are also required to be addressed whether it be part of the CV or submitted separately.

The closing date for receipt of applications is **Midday 12:00, 3rd April 2023.**

For further information about the job role, please contact Sarah Watkins by email **s-watkins@southwales-fire.gov.uk** or telephone on **01443 232011.**

The successful candidate will be required to undertake a Drug and Alcohol Test and a Disclosure and Barring Service Check prior to an appointment being made.

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.

