

SOUTH WALES FIRE AND RESCUE SERVICE
PERSON SPECIFICATION

DEPARTMENT	Corporate Support
POST TITLE	Business Support Supervisor
POST NO	NU290
GRADE	11
LOCATION	South Wales Fire and Rescue Service (SWFRS) HQ, Llantrisant

Please ensure you address the Essential Criteria marked in bold with an asterisk* requirements in your Application Form. You should provide clear evidence that demonstrates you meet each area based on your skills, knowledge experience and abilities relevant to the post.

Please include in your application details of any essential/desirable qualifications outlined in the Person Specification below.

Factor	Evidence	Essential/ Desirable	How Identified
Knowledge/ Experience	Proven experience of administrative business wide experience.	Essential*	Application
	Proven experience of supervision and / or team management	Essential*	Application
	The ability to communicate through the medium of Welsh	Desirable	Application
Personal Style	Ability to promote and manage diversity and demonstrate a fair and ethical approach in all situations.	Essential	Interview
	Ability to work in full compliance with organizational policy and legislative guidance, respecting any sensitive information that is presented.	Essential	Interview
	Ability to consistently project and promote a confident, controlled and focused attitude in highly challenging situations.	Essential	Interview
	Proactive in promoting change, and the ability to seek opportunities to promote improved organizational effectiveness.	Essential*	Application & Interview
Intrapersonal	Ability to lead, involve and motivate others both within the Fire & Rescue Service and in the community.	Essential	Interview

	Commitment to and ability to develop self, individuals and teams to improve organizational effectiveness.	Essential	Interview
Task	Ability to understand and apply relevant information to make appropriate decisions which reflect key priorities and requirements.	Essential*	Application & Interview
	Ability to maintain an active awareness of the environment to promote safe and effective working.	Essential	Interview
	Ability to leads groups to achieve excellence by the establishment, maintenance, and management of performance requirements.	Essential	Interview
	Ability to create and implement effective plans to deliver a range of organizational objectives.	Essential	Interview

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

This role will require a flexible approach to training delivery. As such the successful postholder may be required to conduct L&D activities on evenings or weekends to support the training requirements of an 24/7 emergency Service.

