Training Systems Administrator

POST NUMBER 504124
Grade 5
37 hours per week
Salary range £22,369 -£22,777 per annum
Permanent

An exciting opportunity has arisen for a permanent **Training Systems Administrator** within South Wales Fire and Rescue Service's Training and Development Department. This role will be based at Cardiff Gate Training and Development Centre, Church Road, Old St. Mellons, Cardiff, CF3 6YA and will be **full time 37 hours per week**. We are a family friendly organisation and a flexible working system is in operation.

Reporting to the Initial Recruitment Station Manager, the successful candidate will support the build and administration of effective and efficient training records and planning systems for South Wales Fire & Rescue Service and also provide quality and professional administrative support to the Services Training and Development Department.

Working as part of the Initial Recruitment team, the successful candidate will be responsible for assisting in the build and administration of effective course management, operational assurance and e-learning systems. They will also support the administration of wider training activities within the Training and Development department and will need to have experience of working in an administrative or IT functional role and be able to use Microsoft Office applications.

Excellent organisational skills are required, accuracy and attention to detail are also essential for this role, as well as an ability to communicate effectively across all levels, with a range of internal and external stakeholders. Training in South Wales Fire and Rescue Service software systems will be provided.

This role may involve some occasional travelling between sites throughout the South Wales area and the successful candidate must be able to travel independently.

The ability to speak Welsh is desirable but not essential for this post.

Applications are invited from candidates with suitable experience as outlined in the Person Specification. All appointments are subject to a driving licence check, drug and alcohol test and medical assessment.

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.

Application Forms should be completed online though 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

All internal applicants 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.

The closing date for receipt of application forms is **24/07/2023 at 12:00 midday.**

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.