**HUMAN RESOURCES OFFICER**
**POST NUMBER: NU120**
**PERMANENT ROLE**

**GRADE: 8 -**
**SALARY:  £28,371 PER ANNUM**

The above permanent vacancy has arisen within the Human Resources Department at South Wales Fire and Rescue Service Headquarters.

The successful candidate will provide a high quality and professional service to all members at South Wales Fire & Rescue Service in a committed and flexible manner.

The post holder will work closely with Recruiting Managers in the recruitment and selection of personnel across the Organisation. Thus, assisting in developing, coordinating and supporting all recruitment and engagement activities. In addition, the successful applicant will work with a range of internal stakeholders to implement policy, advise on all aspects of employee relations and record / advise on absence within the service.

An application pack, including the Person Specification and Job Description, can be downloaded from the Current Vacancies Section page of our website at [www.southwales-fire.gov.uk](www.southwales-fire.gov.uk). Completed applications should be returned to: The Recruitment and Resourcing Team, South Wales Fire & Rescue Service Headquarters.

Applications are invited from candidates who meet the required criteria set out in the Person Specification. The closing date for receipt of applications is **Friday 13th October 2023 at 12 noon .** Please note we do not accept CVs.

We are a family friendly organisation and a flexible working system is in operation.  The successful candidate may be subject to a satisfactory Disclosure & Barring Service basic criminal record check and may be required to undertake a Drug and Alcohol Test prior to an appointment being made.

You are welcome to communicate with us in either English or Welsh. Application forms submitted in Welsh will not be treated less favorably. This document is also available in Welsh.

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.