

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

<b>DEPARTMENT</b>	Health Safety and Wellbeing (Operational Risk Management)
<b>POST TITLE</b>	Health Safety and Wellbeing Officer – P/T (4 Days – 30 Hours) Temporary Maternity Cover (12 Months)
<b>POST NO</b>	NU270 x 0.8 FTE
<b>GRADE</b>	8
<b>LOCATION</b>	Fire and Recue Service Headquarters

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>NEBOSH General Certificate or equivalent H&amp;S qualification</b>	<b>Essential*</b>	<b>Application/ Selection</b>
<b>Knowledge/ Experience</b>	<b>Experience of working within a Health and Safety or similar role</b>	<b>Essential*</b>	<b>Application/ Interview</b>
	<b>Experience of interpreting a range of statistics and producing reports</b>	<b>Essential*</b>	<b>Application/ Interview</b>
	Practical knowledge of Microsoft Office Packages e.g. Outlook, Word, Excel etc.	Essential	Interview
	The ability to communicate through the medium of Welsh	Desirable	Application

		Desirable	
<b>Personal Style</b>	An understanding and respect for matters of diversity and the ability to adopt a fair and ethical approach to others	Essential	Interview
	<b>Ability to work in full compliance with organisational policy and legislative guidance, respecting any sensitive information that is presented</b>	<b>Essential*</b>	<b>Application/ Interview</b>
<b>Task</b>	<b>Ability to maintain an active awareness of the environment to promote safe and effective working</b>	<b>Essential*</b>	<b>Application/ Interview</b>
	<b>Ability to understand and apply relevant information to make appropriate decisions and create practical solutions</b>	<b>Essential*</b>	<b>Application/ Interview</b>

**This role involves frequent travel between sites throughout the South Wales area. The successful candidate must be able to travel independently.**