

SOUTH WALES FIRE AND RESCUE SERVICE
PERSON SPECIFICATION

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| DEPARTMENT | Human Resources |
| POST TITLE | HR Officer |
| POST NO | NU120 |
| GRADE | 8 |
| LOCATION | Fire & Rescue 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.

| Factor | Evidence | Essential/ Desirable | How Identified |
|----------------------------------|---|---------------------------------|---------------------------|
| Qualifications | Relevant experience within a Human Resources environment OR CIPD Foundation Certificate in Human Resource Practice or equivalent | Essential* | Application |
| Knowledge/ Experience | Practical experience of Microsoft Office packages, i.e. Word, Excel, PowerPoint, Outlook to an advanced level*. | Essential* | Selection |
| | The ability to communicate through the medium of Welsh. | Desirable | Application |
| Personal Style | Ability to embrace and value diversity and demonstrate a fair and ethical approach in all situations. | Essential | Selection |
| | Ability to work in full compliance with organisational policy and legislative guidance, respecting any sensitive information that is presented. | Essential | Selection |
| | Ability to maintain a confident and resilient attitude in challenging or time pressured situations. | Essential* | Application |

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Author: HR Manager Recruitment & Assessment

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| Intrapersonal | Ability to work effectively with others, both with the Fire & Rescue Service and external partners. | Essential* | Application |
| | Ability to communicate effectively both orally and in writing to a wide range of audiences. | Essential | Selection |
| | Commitment to and ability to develop self and others to improve organisational effectiveness. | Essential | Selection |
| Task | Ability to understand and apply relevant information to make appropriate decisions and create practical solutions. | Essential* | Application |