

Gwasanaeth Tân ac Achub
De Cymru



South Wales
Fire and Rescue Service

Insurance Admin Officer
GRADE 7
SALARY: from £25,878 - £26,845 pro rata
14.8 hours per week
Post Number: NU133

An Insurance Admin Officer position has arisen within the Legal and Insurance Department at South Wales Fire and Rescue Service. This role will be based at our Llantrisant Headquarters and is part-time (14.8 hours per week). We are a family friendly organisation and a flexible working system is in operation.

The successful candidate will be reporting to the Legal Services Manager. The post holder will be responsible for the day-to-day administration and main liaison for all insurance matters both internally and externally. The role involves receiving, distributing, and recording details of claims for liability (public and employers) incidents in line with policy requirements. The role will have responsibility for preparing reports and presenting statistics, both for liability and vehicle claims to internal groups & committees.

Welsh language skills are desirable for this post.

An Application Form, Job Description and Person Specification can be downloaded from our website www.southwales-fire.gov.uk. Completed application forms should be returned to: Recruitment & Resourcing Team, South Wales Fire & Rescue Service Headquarters, Forest View Business Park, Llantrisant, CF72 8LX or via e-mail to personnel@southwales-fire.gov.uk. **The closing date for application forms is Thursday 30th November 2023.**

All documentation is available in both in English and in Welsh and we welcome communication in either language. Applications submitted in Welsh will not be treated less favorably.

SWFRS 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.

