



## HR ADMINISTRATIVE ASSISTANT

**Human Resources Department  
Grade 4**

**3x Vacancies Available  
12 Month Fixed Term Contracts**

**37 hours per week**

**SALARY: from £23,500 - £23,893 per annum**

The Service is seeking to appoint three enthusiastic, organised and proactive individuals to undertake administrative duties within the Human Resources Department based at South Wales Fire and Rescue Service Headquarters, Forest View Business Park, Llantrisant, CF72 8LX.

The post holders will fulfil a wide range of administrative duties within the Human Resources Department.

The successful candidates will have previous relevant administrative experience, experience of Microsoft Office applications and an ability to work in full compliance with confidentiality policies and procedures.

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. The successful candidate may be subject to a satisfactory Disclosure & Barring Service criminal record check and may be required to undertake a Drug and Alcohol Test prior to an appointment being made.

We are a family friendly organisation and a flexible working system is in operation.

Please note that this is a highly competitive process and only those who have fully demonstrated evidence against all of the essential criteria on the person specification will go forward to the Selection Process.

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 through 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](mailto: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 **11<sup>th</sup> of January 2024 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.

