

SOUTH WALES FIRE AND RESCUE SERVICE
PERSON SPECIFICATION

DEPARTMENT	Business Support Unit
POST TITLE	Secretariat Supervisor
POST NO	NU291
GRADE	9
LOCATION	SWFRS 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	A recognised secretarial qualification to RSA 3 or equivalent.	Essential*	Application
Knowledge/ Experience	Practical knowledge of Microsoft Office packages e.g Outlook, Word etc.	Essential*	Application & Interview
	Proven Supervisory Experience.	Essential*	Application & Interview
	Experience of taking and transcribing minutes.	Essential	Application & Interview
	Proficiency in copy typing and audio transcription.	Essential	Application & Interview
	Experience of shorthand.	Desirable	Application
	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	Application & Interview
	Ability to work in full compliance with organisational policy and legislative guidance, respecting any sensitive information that is presented.	Essential	Application

Date amended: 21.08.2023

Nicola Davies, Business Services Supervisor

Personal Style	<p>Ability to maintain a confident and resilient attitude in highly challenging situations.</p> <p>Proactive in promoting change, and the ability to adjust approach to meet changing requirements.</p>	<p>Essential*</p> <p>Essential</p>	<p>Application & Interview</p> <p>Application & Interview</p>
Intrapersonal	<p>Ability to lead, involve and motivate others both within the Fire & Rescue Service and in the Community.</p> <p>Ability to communicate both orally and in writing to a wide range of audiences.</p> <p>Ability and commitment to develop self, individuals and others, to improve organisational effectiveness.</p>	<p>Essential*</p> <p>Essential</p> <p>Essential*</p>	<p>Application & Interview</p> <p>Application & Interview</p> <p>Application & Interview</p>
Task	<p>Ability to understand and apply relevant information to make appropriate decisions and create practical solutions.</p> <p>Ability to maintain an active awareness of the environment to promote safe and effective working.</p> <p>Ability to create and implement effective team plans in line with organisational objectives.</p>	<p>Essential*</p> <p>Essential</p> <p>Essential</p>	<p>Application & Interview</p> <p>Application</p> <p>Application & Interview</p>

Please Note: A Welsh Government Security Clearance will be required before commencement of the role.

