



Secretariat Supervisor

37 HOURS PER WEEK

REF: NU291

GRADE 9

SALARY: £32,076 - £33,945

The above vacancy has arisen within South Wales Fire & Rescue Service Headquarters based at Forest View Business Park, Llantrisant.

We are seeking to recruit a highly skilled and experienced person to work within our Business Support Unit.

The successful candidate will undertake a range of duties, commensurate with the role of Secretariat Supervisor.

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

Applications are invited from candidates with:

- A recognised secretarial qualification to RSA 3 or equivalent.
- Proven supervisory experience.

This role may involve some occasional travelling between sites throughout the South Wales area. The successful candidate must be able to travel independently.

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.

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

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

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 .

All internal applicants applying should apply via their CORE portal, selecting "Current Vacancies" from the left-hand tab.

Please be aware the e-recruitment system will notify all applicants of results via the email address provided at application; please ensure you check all mail folders regularly.

The closing date for receipt of applications is 12:00 midday on 16/02/24

South Wales Fire and Rescue Service believes in the real value of having a diverse workforce and we encourage applicants from all sectors of our community to apply.

