



Resolution Officer

37 HOURS PER WEEK

REF: NU073

GRADE 11

SALARY: £36,648 – £37,336

12 months Fixed Term

South Wales Fire and Rescue Service is one of the largest, and highest performing Fire and Rescue Services in the UK serving over 1.5 million people across 10 Constituent Unitary Authorities stretching from Bridgend to Monmouth and from Cardiff Bay to Brecon Beacons National Park.

Setting high standards of conduct within the workforce is imperative in ensuring the trust of the communities that we serve. We are committed to continue to uphold our values of being professional, caring, respectful, dedicated, trustworthy, dynamic, disciplined and resilient.

We currently seek to appoint a Resolution Officer to support us in establishing a new high standard of conduct.

This role involves conducting independent investigations to support a range of workplace activities, to include discipline, grievance and complaints. The successful candidate will be able to demonstrate high levels of professionalism, accountability and independence. They will be detailed thinkers, with experience of conducting investigative interviews and compiling management reports.

The post is based at South Wales Fire & Rescue Service Headquarters, Forest View Business Park, Llantrisant, CF72 8LX. Some travel between locations will be required and the role attracts an Essential Car User allowance.

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

The closing date for application forms is **04/03/2024 12:00 Midday**. The dates of the selection process are to be confirmed.

We are a family friendly organisation and a flexible working system is in operation. The successful candidate may be subject to a satisfactory Disclosure & Barring Service basic criminal record check and may be required to undertake a Drug and Alcohol Test prior to an appointment being made.

Welsh language skills are desirable but not essential for this post. 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.

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.

For an informal discussion regarding the role, please contact HR Manager Jemma Wells on 01443 232941.

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.

