



Word Processor Operator

Initial 12 Months Fixed Term Contract

Full Time – 37 hours

Grade 5

Salary - £24,294 – £24,702 per annum

South Wales Fire & Rescue Service is one of the leading Fire & Rescue Services in the UK and the largest of the 3 Fire & Rescue Services in Wales. Our Service area stretches from Chepstow, in the east to Port Talbot, in the west and from the south coast of Wales to the Brecon Beacons, in the north. We operate from 47 fire stations across the Service area and our Headquarters in Llantrisant.

A position as a Business Support Word Processor Operator has arisen within our Business Support Department at South Wales Fire and Rescue Service. This role will be based at our Llantrisant Headquarters and is **37 hours per week**.

Welsh language is essential for this post.

More details in relation to this position can be found in the Job Description and Person Specification. Should you have any additional enquiries, you are invited to contact Business Support Manager, Nicola Davies on e-mail: n-davies@southwales-fire.gov.uk or phone **01443 232209**.

Applications are invited from candidates with suitable experience as outlined in the Person Specification. Appointment for this role is conditional upon undertaking an Enhanced with Barred List(s) Disclosure and Barring Service (DBS) check. Please be aware prior to any formal offers being made the successful applicant will be required to undertake a Drug and Alcohol Testing.

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.

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

The closing date for receipt of application forms is **18/04/2024** 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.

