



## **ADMINISTRATIVE OFFICER**

**POST NUMBER: NU421**

**PART TIME: 16 HOURS PER WEEK**

**GRADE 5: £24,294 to £24,702 per annum (Pro Rata)**

**Welsh Language Essential**

The above permanent vacancy has arisen within our Business Support Department, Corporate Services, South Wales Fire and Rescue Service Headquarters, Forest View Business Park, Llantrisant, CF72 8LX.

The postholder will provide general administrative support to the Administrative Supervisor and all directorates across the organisation. The main day to day responsibilities of the role will include monitoring email inboxes, photocopying, scanning, uploading documents to the Service's web and intranet sites, working with filing systems and databases, answering telephone calls and accurate data entry. The post holder will be expected to provide cover for Reception as and when required, this will involve switchboard duties and the collection and despatch of mail throughout the organisation.

The successful applicant will be qualified to NVQ Business Administration Level 2 (or equivalent) and have experience of working within an administrative environment. Welsh language skills are essential for this post, and we are looking for applicants who are able to communicate through the medium of Welsh at GCSE Level (Canolradd) or above.

We are a family friendly organisation, and a flexible working system is in operation. To see the benefits of working with us, please visit: <https://www.southwales-fire.gov.uk/working-with-us/benefits/>

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

The closing date for receipt of applications is **12:00 midday, 15/05/2024**.

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

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.

**SWFRS 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.**

