



Administrative Support Officer/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 Administrative Support Officer/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**.

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 is desirable for this post.

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 **05/06/2024 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.

